

Title: Workforce Development Specialist	Effective Date: April 30, 2025	Grade: XII	Job Category: Professional
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CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for supporting the creation, implementation, and promotion of internal employee training and development including assisting in the oversight and coordination of the Department’s Federal Motor Carrier Safety Administration (FMCSA) CDL training program, Maintenance Training Academy, compliance training, new employee orientation, and GED Program as well as coordination of other workforce development initiatives.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Support and participate in the planning, design, implementation, and delivery of professional and creative internal classroom training programs.
- Assist with planning, designing, implementing, and coordinating the ARDOT Maintenance Training Academy program.
- Assist with design and implementation and coordination of the ARDOT Leadership Development Program.
- Assist with design, implementation and coordination of the ARDOT Knowledge Management Program.
- Work directly with subject matter experts to develop appropriate training content for online and/or classroom delivery.
- Both independently and in coordination with others, plan, design, develop and deploy online learning content, including the capture and editing of video or audio files.
- Coordinate with external training organizations to obtain and present relevant online and live classroom training.
- Coordinate continuing professional education (CPE) / professional development hours (PDH) for various professions within the Department.
- Assist in coordinating the Department’s GED program.
- Assist in writing, editing and publishing training materials.
- Proactively seek feedback from Department employees to foster continuous improvement to training content and delivery.
- Identify best practice delivery and design methods for a diverse population of adult learners within the department based on topic and desired learning outcomes.
- Continuously research and learn industry trends and skills that would benefit the office in improving training delivery and materials either in quality or efficiency.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in Human Resources Development, Organizational Development, Change Management, Adult Learning, Education, Graphic Design or closely related field; OR the educational equivalent to a diploma from an accredited high school plus four years of directly related experience. Experience with designing and presenting training programs preferred.

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Knowledge, skills and abilities: Knowledge of training principles, practices, adult learning, and delivery methods. Strong organizational and leadership skills. Ability to work independently with a high degree of self-motivation, initiative, attention to detail, and creativity. Well-developed sense of urgency and follow-through. Effective written and verbal communication skills to collaborate with coworkers and subject matter experts from other fields. Computer skills, including knowledge of Microsoft Office applications. Working knowledge of Adobe Creative Suite, Articulate Storyline, or similar design/course development software preferred. Ability to adapt to new technology, including learning management systems and project management tools. Ability to maintain strong cooperative working relationships. Ability to multi-task and balance multiple priorities effectively in a fast-paced environment. Effective presentation and teaching skills.

Working conditions: Office environment. Occasional statewide travel including some overnight travel.

Licenses, registrations and certifications: Valid driver’s license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check is required to determine candidate suitability for employment. Failure to meet these standards may cause the applicant to be rejected or terminated from the position.