



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
08.27.2025

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

Agency: Employment Department

Facility:

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Learning & Development Specialist 1	b. Classification No:	C1338
c. Working Title:	Learning & Development Specialist	d. PPDB No/WD ID:	
e. Section Title:	Paid Leave Oregon Learning & Development	f. Agency No:	47100
g. Employee Name:		h. Budget Auth No:	
i. Supervisor Name:		j. Repr. Code:	OAH
k. Work Location (City – County):			
l. Position:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share		
m. FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer
		n. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Employment Department is a large state agency with a mission to Support Business and Promote Employment. We accomplish this by accurately administering the unemployment insurance (UI) program for Oregon workers and business (Unemployment Insurance and Contributions and Recovery divisions); recruiting and referring applicants to job openings and assisting job seekers in their employment searches (Workforce Operations division); developing and distributing workforce and economic information (Workforce and Economic Research); administering a paid family and medical leave insurance program for Oregon workers and businesses (Paid Leave Oregon and Contributions and Recovery divisions); and providing administrative services to the Office of Administrative Hearings, which adjudicates citizen and business disputes with agencies.

The Oregon Employment Department fosters fairness, equity, and inclusion to maintain a workplace environment where everyone is treated with respect and dignity regardless of race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, veteran status, disability, or status as a victim of domestic violence, harassment, sexual assault, or stalking. This policy applies to every aspect of our employment practices, including recruitment, hiring, retention, promotion, and training. A goal of the Oregon Employment Department is to become an employer of choice for individuals of all backgrounds and promote an inclusive workplace culture that encourages diversity and allows employees to excel.

Paid Leave Oregon provides employees compensated time off from work to care for and bond with a child during the first year after the child’s birth or arrival through adoption or foster care, to provide care for a family member who has a serious health condition, to recover from their own serious health condition and to take leave related to sexual assault, domestic violence, stalking or harassment.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

The Learning & Development Specialist 1 (LDS1) position will assist in the coordination, development, and delivery of a variety of training programs and will present information to a variety of audiences including program staff, advisory committees, and leadership. The person in this position delivers training, facilitates meetings, provides training design assistance to agency program trainers, and provides consultation to staff and management teams on training and training-development related issues. This position requires significant collaboration with employees at all levels throughout the agency. The person must have strong communication and interpersonal skills, be able to build professional relationships quickly, and work well with individuals of diverse backgrounds and skill levels. The individual in this position will be expected to balance multiple conflicting priorities on a variety of projects. LDS1s work with the Training and Development Manager 1 (TDM1) and Learning & Development Specialist 2s (LDS2s) on developing and delivering specific learning solutions for Paid Leave staff.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/N	E/NE	DUTIES
65%	NC	E	Development and Delivery: Provides training on all aspects of Paid Leave Oregon, including special programs, customer care, and benefits. Works with manager, L&D team, subject matter experts, and staff members to develop simple instructor led, blended learning, and/or e-learning programs for the division. Modify existing training and curriculum to meet instructional objectives. Develop job aids, handouts, and related training materials that support courses. Deliver in person and virtual instructor led training to a wide variety of audiences.

			<p>Assists in the development and delivery of more complex training programs.</p> <p>Ensures that training is developed and delivered in a way that is inclusive and reflects an environment that is accessible for all learners, with a trauma-informed approach.</p> <p>Creates project plans and regularly communicate project updates.</p> <p>Utilizes learning management system (LMS) to host and track training.</p> <p>Coordinate training logistics such as scheduling, set-up, promotion and marketing, and gathering or distributing materials.</p>
15%	NC	E	<p>Relationship Building: Works with team members and subject matter experts, as well as independently, to complete routine and standardized training assignments. Follows clear but varied procedures with specific guidelines.</p> <p>Develops and maintains collaborative working relationships with OED trainers and other subject matter experts to help translate Paid Leave rule, policy, process, and procedures into effective learning experiences for staff.</p> <p>Works with individuals with vested interests to understand training and development needs to create training that is aligned with program and division goals, agency strategic vision, and Paid Leave Oregon's customer service philosophy. This includes understanding systems that staff use to do their work and resources related to serving the customer.</p>
10%	NC	E	<p>Evaluation: Evaluate learner achievement of learning objectives.</p> <p>Evaluate curriculum for improvements or determine whether there is a need for new trainings.</p> <p>Modify training or delivery methods based on course evaluations and feedback.</p> <p>Prepare reports on the effectiveness of training efforts.</p>
5%	NC	E	<p>Needs Assessment: Assess employee specific training needs for skill and career development opportunities.</p> <p>Gathers information from customer surveys, talking with staff, managers and partners, and attending meetings to determine training needs and to define performance objectives/desired outcomes.</p> <p>Communicates staff training needs to manager and LDS2s.</p>
5%	NC	E	<p>Maintains up-to-date knowledge of Paid Leave Oregon operations when not actively involved in training activities.</p>

			Engages in professional development opportunities, such as trainings, networking, meetings, research, coaching, or other activities related to further career development. Other duties as assigned.
Ongoing	NC	E	Expectation of all Paid Leave Oregon employees: Foster and promote the importance and value of a diverse, discrimination- and harassment-free workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity-related efforts to diversify the workplace and promote equitable outcomes. Provide prompt customer service. Create and maintain productive working relationships by treating colleagues and the public with a trauma-informed and person-centered approach. Fully participate in work teams, division, and department projects. Collaborate with coworkers to improve work processes. Strengthen interpersonal skills. Provide and receive feedback and suggestions in an open and constructive manner. Consistently report to work, and on time.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Duties are performed in a hybrid setting based on the business need (in office/remote). It is expected that when working remotely, the person will demonstrate access to broadband internet connection that meets or exceeds the minimum acceptable requirements. OED IT Services will provide the necessary hardware to employees. It is also expected that the person will have a private workspace to ensure confidentiality. The office space is set up with cubicles and may have audible distractions. Training development may require long periods of sitting, standing, and using a keyboard for word processing or report development.

Employee is responsible transporting training equipment, materials, and supplies. Boxes can weigh up to 50 lbs. Loaded carts can weigh up to 100 lbs. Work involves setting up and moving tables and chairs and taking tables down. Tables can weigh up to 50 lbs. Work environment includes high level of electronic audio/visual/computer hardware equipment. Working conditions in the distance learning area may require no to low noise from staff present.

These working conditions are experienced daily. Employee must be able to complete work tasks under these types of conditions and in this type of environment. Work schedules may include specific job assignments that change from day to day, as well as some assignments that are done daily, as needed. Job assignments are provided with verbal instructions. Often employee may need to ask questions to clarify assignments or create own process for task completion. Flexibility and adaptability are needed as work assignments may change before tasks are completed; interruptions in work tasks occur daily.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Oregon Employment Department policies, procedures, standards, methodologies, guidelines and strategic plans including strategic plan, style guides, DEI action plan, affirmative action, plan, confidentiality guide, employee and manager toolkits, and equity lens
- Paid Leave Oregon values, policies, and procedures
- Paid Leave Oregon Learning & Development Team Manual
- Employment Department Affirmative Action Plan
- Department of Administrative Services (DAS) rules, policies, and procedures
- State of Oregon Enterprise values and competencies
- Oregon Revised Statutes
- Oregon Administrative Rules
- Legislative Direction
- Best practices for equitable outcomes
- Modernization Program standards and management plans and supporting documents
- Association for Training and Development (ATD) Competency Model and Talent Development Body of Knowledge
- CAST Universal Learning Design Guidelines

b. How are these guidelines used?

The guidelines are used to develop plans, establish priorities, makes recommendations regarding program or practice implementation. Employee in this position uses national, state, and industry standards and guidelines in developing learning and training, management development, team development, process improvement, performance measurement, organizational development, evaluation, and organizational changes within Paid Leave Oregon.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
OED Employees	Phone, in person, in writing, via online platforms	Obtain/relay information/provide direction	Daily
Paid Leave Learning & Development Team	Phone, in person, in writing, via online platforms	Receive or provide information, assistance, receive assignments, planning	Daily
Paid Leave Strategic Leadership Team	Phone, in person, in writing, via online platforms	Receive or provide information, assistance, receive assignments, planning	As needed
Paid Leave Director and Deputy Director	Phone, in person, in writing, via online platforms	Receive or provide information, assistance, receive assignments, planning	As needed
Other OED Units	Phone, in person, in writing, via online platforms	Provide information, assistance, decisions	As Needed
Other OED & state agency trainers	Phone, in person, in writing, via online platforms	To utilize training that has already been developed by other state agencies	As needed

Consulting organizations	Phone, in person, in writing, via online platforms	To utilize training that has already been developed by other organizations or vendors	As needed
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SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Employee collaborates in decision making with the Paid Leave Oregon Program Learning & Development Manager about instructional design and delivery methods, the effect of which will maximize the learning event and improve the learning outcomes. Some decisions can result in ineffective material or products with reduced quality which can negatively impact training or communication efforts.

Decisions concerning project scope, resources necessary to complete staff work, and timeframes are critical to project success. The person in this position must work collaboratively and make timely, cost-effective recommendations and decisions around these efforts.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Training & Development Manager 1	000000140927	In person, conference, phone, writing, via online platforms	Daily	Review progress being made for on time completion of projects and assignments

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position requires successfully passing a criminal record check, which may require a fingerprint-based records check, as a condition of employment.

- Desired attributes:
- Demonstrated commitment to valuing diversity and promoting inclusion and belonging, including in learning content and course delivery
- Experience in organizing, conducting, and evaluating instructor led technical, systems, and universal skills training to adult learners
- Familiarity with the principles and practices of adult learning and talent development trends and resources
- Experience in using PowerPoint, Word, and Articulate 360 to create learning content
- Experience in adapting existing learning materials to meet instructional objectives
- Ability to explain complex concepts in ways that promote learning and skill retention to the needs of varied audiences
- Experience working on a hybrid team with interdependent work and goals, as well as working independently and meeting due dates in a quickly changing environment
- Demonstrated attention to detail

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		
	0	

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date