



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
06/01/2026

This position is:

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

Agency: Oregon Parks and Recreation Department (OPRD)

Facility: Central Business Services-Human Resources

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Learning & Development Specialist 2</u>	b. Classification No: <u>1339</u>
c. Effective Date: <u>06/01/2026</u>	d. Position No: _____
e. Working Title: <u>Senior Learning & Development Consultant</u>	f. Agency No: <u>63400</u>
g. Section Title: <u>Human Resources</u>	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: <u>MMN</u>
k. Work Location (City – County): <u>Salem – Marion County</u>	
l. Supervisor Name: <u>C. Vinton, HR Manager 2</u>	
m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share	
n. FLSA: ☐ Exempt ☒ Non-Exempt	o. Eligible for Overtime: ☒ Yes ☐ No
If Exempt: ☐ Executive ☐ Administrative ☐ Professional ☐ Computer	

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.

Oregon Parks and Recreation Department (OPRD) fulfills its mission to "Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations" by operating a system of State Parks Recreation, Historic and Natural Areas; by managing special programs including Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores; and by providing assistance to local governments for recreation and heritage conservation. OPRD serves more than 45 million visitors per year through a State Parks Recreation system of more than 250 park areas statewide. OPRD does this through its vision of "Taking the long view to protect Oregon's special places and provide the greatest experience while creating stable future funding". OPRD upholds its mission and vision through the following operating principles: Accountability, Commitment, Empathy, Empowerment, Fun, Integrity, Respect and Well Being. The agency's current approved budget information can be found at www.oregon.gov/oprd under Budget & Facts.

The Human Resources Division operates within the Central Business Services Unit. It is a department-wide program serving agency employees, managers, and applicants. The Division, consisting of 13 permanent positions, is responsible for providing agency management and employees with information, interpretation, and guidance regarding state and federal laws, state and department policies, procedures and rules, and collective bargaining contract provisions. The Section is further responsible for Department-wide recruitment and classification of employees; learning and development, employee and position-related records; grievance management and resolution; progressive disciplinary action; labor relations; personnel-related leaves; criminal history checks and hearings, and department personnel policies and procedures.

- 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:**

Develop comprehensive training for various topics, training strategies, and assessment methods for OPRD staff. This position provides expertise and consultation in developing curriculum. This position designs, develops, and delivers interpersonal work environment, and any other necessary training to OPRD managers and employees. This position is responsible for the effective development, coordination, and presentation of skill training and development programs for agency employees. This position will provide consultation to management both inside and outside the training environment on employee-related issues that are raised during training sessions and will work closely with other human resource staff to develop recommendations and solutions to address these issues either through additional training or corrective action.

This position works with a team of professional human resource consultants to advance the mission, vision, and values of the agency and the State of Oregon as one employer. This position is responsible for programs and projects including the facilitation of group processes that evaluate the effectiveness and efficiency of trainings the agency offers. This is accomplished through evaluation, maintenance, and assessment of agency training records, surveys, and focus groups, and in daily interactions with internal or external 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/NC	E/NE	DUTIES
30%	R	E	Training Design and Delivery - Design, plan, organize, or direct training programs for managers, employees and business line customers on various topics as well as training directed at improving the work environment and employee engagement. - Work with managers to design training needed for improving work group dynamics, work environment, and teambuilding. - Design training grounded in legitimate sources. - Identify and utilize most appropriate delivery methods including instructional technology materials (e.g., web or computer-based formats). - Design or develop training guides, course materials, such as handouts or visual materials. - Apply learner-centric adult learning theories to increase knowledge retention.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

			• Develop and deliver training in a manner that is inclusive while ensuring accessibility for potential participants. • Develop and write objectives that clearly describe the desired outcomes. • Design detailed facilitator guides and training materials that provide clear supporting information for the training curriculum to also ensure consistent outcomes. • Serve as a training facilitator and facilitation subject matter expert (SME) for the agency. • Present training materials using a variety of instructional techniques or formats, such as role-playing, simulations, team exercises, group discussions, videos or lectures. • Ensure training design, content and delivery methods are updated to meet changing needs (E.G., technological, diversity, or generational differences).
25%	R	E	Training Management and Consultation • Collect and compile training performance data. Analyze for efficiency and effectiveness in meeting program performance expectations and targeted OPRD business line goals and objectives. • Provide consultation to managers both inside and outside the training environment regarding specific employee issues that may include recommendations for specialized training or promoting team cohesion. • Provide expertise and consultation in developing curriculum requirements. This involves facilitating the identification of tasks needed to do a job; determining tasks critical to the job, identifying the skill level required of the job; measuring the employee's current proficiency; identifying the skill gap; and determining appropriate intervention to address needs. • Attend meetings to obtain information for use in training programs using information collected through agency surveys and other means, determines organization and individual business skills gaps. • Analyzes data to identify scope of content, organization and employee development needs to inform training development. • Serve as an SME in writing objectives that clearly describe the desired outcomes. • Provide consultation and work in partnership with OPRD subject matter expert(s) OPRD to design custom training based on referrals from the assigned business lines to address specific employee performance or program area deficiencies. • In consultation or partnership with managers, develop alternative options or interventions, if expected improvements are not seen. • Evaluate modes of training delivery related to consultative or team-specific requests, such as in person or virtual to optimize training effectiveness, training costs, or environmental impacts. • Maintain and update training material portfolio to ensure training program meets strategic business needs, goals, and objectives. • Obtain, organize, or make available training guides, course materials, such as handouts or visual materials. • Consult as a facilitator for management needs, including but not limited to meetings, team-building efforts, icebreakers and training efforts.

			• In partnership with business partners and management, develop programs to develop management potential among employees, creating pathways for upward mobility. • Establish consultant relationship with staff and management across OPRD business lines. • Develop training strategies to meet strategic business goals through consultative efforts with management that begin with the analysis and needs assessments and continue through evaluation and maintenance of the interventions. • Assist in developing, writing, interpreting, and monitoring department training, organizational or workforce development plans, policies, procedures and manuals.
25%	R	E	Research and Development • Research practices and standards in the development of training guidelines and procedures. • Analyze current practices and guidelines; make recommendations for changes. • Research current trends, best practices and recommendations associated with adult learning and training. • Continually develop and enhance personal business acumen associated with training, learning and development, organizational psychology, and adult learning principles. • Research and develop subject matter expertise related to training assessment and evaluation. • Research and develop subject matter expertise related to curriculum assessment and evaluation. • Pursue continued growth and learning in training and development-related opportunities. • Utilize academic journals, research studies, evidence-based and data-informed literature to develop and/or enhance subject matter expertise related to training topics identified for the agency. • Use research-informed efforts to make recommendations related to training topics and content. • Develop and implement needs assessment instruments to inform business and training needs. • Research best practices, national standards, and trends to inform the collection, evaluation and assessment of data related to training efforts of HR Training. • Participate in groups to research, collaborate and perform needs assessments, as well as inform agency training efforts. • Conduct and/or participate in internal research and feedback opportunities to gain information from business partners in order to inform training efforts. • Keep up with developments in area of expertise by reading current journals, books, or magazine articles.
15%	R	E	HR Training Program Administration • Make decisions about training topics, standards, and expectations for agency business needs that are aligned with organizational strategic plans. • Administer evaluation instruments. Interpret the results to evaluate the effectiveness of programs by analyzing data and conferring with managers and employees.

			• Identify program strengths and weaknesses and make recommendations to improve programs. Audit classes, meetings and other events for effective delivery of subject matter. • Maintain assigned training programs and ensure programs meet strategic business goals and objectives. Maintenance includes but is not limited to scheduling, content updates, monitoring/ assessment, marketing, and consultative support related to program evolution. • Participate in the solicitation and selection of contracted training providers, including: ○ Development of a Request for Qualification (RFQ) or Request for Proposal (RFP) ○ Development of the scope of work ○ Review and score responses ○ Participate in the interview and selection process of training providers ○ Serve as contract administrator, including but not limited to monitoring and evaluating performance and continual quality of training materials of contracted training providers. • Prepare statistical and narrative reports on training-related findings for unit and department management teams. • Serve in a communication role to deliver agency-wide notifications related to HR training. • Represent HR training through communication efforts related to required training, training offerings, and in responding to inquiries. • Communicate effectively in writing, verbally, and via a variety of platforms when representing HR training.
5%	NC	NE	Other duties as assigned
100%			

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.

Work is primarily performed in an office setting. Sits or stands for long periods of time. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position. Operates office equipment and computers requiring repetitive use of arms, wrists, and hands. May occasionally lift and move up to 20 pounds and infrequently up to 50 pounds or more with assistance. May be required to attend meetings or perform duties outside of normal office hours. Moves throughout facilities and grounds and may drive a motor vehicle. May travel to other parks, headquarters, or other agencies for training and meetings. Overnight travel may be required. Possibility of exposure to a variety of environmental and chemical allergens and odors standard to area of assignment. Possibility of exposure to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Performs duties of position with or without reasonable accommodation.

WORKING CONDITIONS – OFFICE POSITIONS

Work is primarily performed in an office setting. Sits or stands for long periods of time. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position. Operates office equipment and computers requiring repetitive use of arms, wrists, and hands. May occasionally lift and move up to 20 pounds and infrequently up to 50 pounds or more with assistance. May be required to attend meetings or perform duties outside of normal office hours. Moves throughout facilities and grounds and may drive a motor vehicle. May travel to other parks, headquarters, or other agencies for training and meetings. Overnight travel may be required. Possibility of exposure to a variety of environmental and chemical allergens and odors standard to area of assignment. Possibility of exposure to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows

established safety policies, practices and procedures. Performs duties of position with or without reasonable accommodation.

Remote Work: State agencies may facilitate hybrid remote working by employees to the maximum extent possible.

Executive Branch Workplace: Offices may be closed to the public and public services should be provided by phone and online during regular business hours to the extent possible. To the extent that closure is not feasible, interactions between staff and the public should be by appointment whenever possible. When public services require in-person interactions, physical distancing requirements must be maintained to the maximum extent possible.

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.

State and Federal laws and regulations regarding labor, employment, safety and civil rights. State Personnel Rules and Policy; SEIU and AEE Collective Bargaining Agreements; Court, Arbitration and Employee Relations Board rulings; Attorney General opinions; agency policy. BOLI books and workshop material.

b. How are these guidelines used?

These guidelines are researched for precedence and analyzed for application to diverse and complex issues, then used to make and support decision or negotiate resolution to human resource management issues. They are referred to for providing guidance and assistance to agency managers, supervisors, and employees. The agency policies developed by the Human Resources Division provide guidance and direction to the agency.

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 cursor at end of a row (outside table) and hit "Enter".			
OPRD Employees	In person, by phone, remote communication	Provide advice, counsel, respond to questions.	Daily
DAS	In person, by phone, remote communication	To discuss various labor and employment related issues.	Daily/Weekly
General Public	In person, by phone, remote communication	Respond to inquiries and appeals	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Recommends resolution to HR issues which may involve immediate and future expenditure of budget allocations related to workforce coordination. Typical decisions include defining reviews, monitoring, and project scoping, selecting evaluation methods/metrics, designing policy/process solutions, recommending system configurations, prioritizing work, and accepting project deliverables. Decisions affect major administrative aspects of HR programs (data integrity, compliance, efficiency, service quality), have impact to the employee life cycle across the agency and may influence resource allocation and long-range outcomes. No decisions involving direct personnel actions (hire, discipline, performance evaluation, leave approval).

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
HR Manager 2		In person, email or phone	Daily, weekly and annually	General supervision is given through discussion of issues/problems and review of products. This position works with a great deal of independence. Goals and objectives are determined jointly by the incumbent and the supervisor.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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?
- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ 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:

SPECIAL REQUIREMENTS

Must meet the following special requirements:

- Have and maintain a fingerprint based criminal history background check that meets OPRD criteria
- Have and maintain a driving record that meets OPRD standards
- Possess a valid driver's license at time of hire and throughout employment
- May wear OPRD-supplied apparel and comply with appearance code when on duty
- Comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies
- Excellent verbal and written communication skills; skill in managing multiple competing priorities with tight time frames; skill in working with employees, applicants or members of the public who are angry, upset, or hostile.
- A broad knowledge of the best practices and principles of human resource management and the skills necessary to apply HR services in an organization experiencing continual change.
- Successful leadership and management HR programs include a management style that encourages open communication, participation and trust.
- Demonstrated ability to manage organizational change and conflict.
- A proven track record in serving and working effectively with internal and external organizations, staff, and labor organizations.

- Ability to maintain consistent and reliable attendance.
- An ability to develop a collaborative and productive team focused on customer service and outcomes.
- An understanding of the importance and value of diversity in the workforce.
- Success in marketing and recruitment of a diverse workforce.
- Effective problem-solving skills combined with direct communication.
- Strong oral and written communication skills.
- Ability to work extended hours, particularly during the Summer Park Season.
- Ability to travel in state to meetings and park locations on a regular basis

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".		

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