



POSITION AVAILABLE
TRAINING SPECIALIST
HUMAN CAPITAL DIVISION

THE AGENCY:

The Department of City Planning (DCP) promotes strategic growth, transit-oriented development and sustainable communities to enhance quality of life in the City, in part by initiating comprehensive, consensus-based planning and zoning changes for individual neighborhoods and business districts, as well as establishing policies and zoning regulations applicable citywide. It supports the City Planning Commission and each year reviews approximately 450 land use applications for actions such as zoning changes, special permits and other discretionary approvals. The Department assists both government agencies and the public by providing policy analysis and technical assistance relating to housing, transportation, community facilities, demography, waterfront and public space.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at www.nyc.gov/planning to access the full listing of job opportunities and to learn more about our great agency.

THE DIVISION:

The Human Capital Division is seeking an experienced human resources professional to serve as a Training Specialist. The Training Specialist will provide HR guidance to both staff and management, acting as a trusted advisor and a learning evangelist.

RESPONSIBILITIES:

- Implement a comprehensive, ongoing professional development program that addresses agency needs to ensure that staff are engaged and developed to address current and future needs, including internal and external programs
- Translate content from Subject Matter Experts to prepare best in class training materials, paying strict attention to content, style and grammar
- Solicit, evaluate and incorporate feedback from managers and other sources as required to instill continuous improvement in the professional development program
- Ensure relevance of training materials and update and revise training workshops as necessary, in order to adapt to changes occurring in the agency
- Monitor training programs for effectiveness to ensure organizational objectives are met and provide just-in-time feedback as part of continuous improvement cycle
- Track all training and development costs, invoices and budget
- Create and maintain training calendar and create, track and maintain employee training records in Excel and in the NYCAPS system
- Develop and monitor new employee surveys, as well as assist with the development and affiliation of new employees through conducting New Hire Orientation and managing Cohorts
- Partner with outside vendors, such as the Citywide Trainer Center to develop and implement training programs and offer training sessions for employees
- Coordinate mandatory training sessions within the agency (e.g., EEO, DOI, Right to Know, etc.)
- Coordinate agency-wide sessions on human resources topics (e.g., benefits, pension, etc.)

- Help maintain folders for new hires and training sessions
- Support Career Counseling job functions which include employee career development, evaluate employee education and background in order to assess needs, assist and advise employees on various courses or educational programs
- Coordinate applications for Executive Development Programs (e.g., Management & Leadership Programs, Mayors Graduate Scholarship Program, 100 Year Association, Urban Fellows, etc.)
- Work on special projects, as needed

MINIMUM REQUIREMENTS:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

PREFERRED QUALIFICATIONS:

- Minimum 3 years training and professional development experience strongly preferred
- Excellent verbal and written communication and presentation skills, with the ability to establish credibility and build relationships across all levels of the agency
- Customer-focus and solutions-orientation are critical to being successful in this role
- Ability to handle multiple competing priorities in dynamic environment
- Excellent organizational and analytical skills, work ethic and attention to detail
- Ability to maintain confidentiality
- Proficiency in Microsoft Office Suite
- Strong analytic skills

CIVIL SERVICE TITLE: Community Coordinator (other relevant permanent titles will be considered)

SALARY RANGE: \$56,229 – \$70,000, commensurate with experience, full NYC benefits package

APPLICATION DEADLINE: Until filled

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS/ESS WEBSITE

- Go to: <https://a127-jobs.nyc.gov/>
- Search for job ID number: **241768**
- Click on the job business title: **Training Specialist**
- Click on "Apply Now" at the bottom of the posting

Appointments are subject to Office of Management and Budget (OMB) approval.

The candidate selected for this position must be a resident of the City of New York or become a resident within three months of appointment.

Authorization to work in the United States is required for this position.

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.