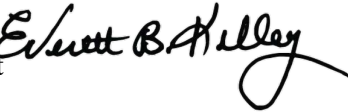


AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1583

MEMORANDUM: Human Resources\Vacancy #10

DATE: March 29, 2024

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley 
National President

SUBJECT: Vacancy Announcement – HR Specialist, Training & Development

The purpose of this memorandum is to advise you that a vacancy now exists for the position of HR Specialist, Training & Development, G11.

Selection to fill the vacancy will be made according to the National Executive Council's policy on hiring.

Official Station: Washington, D.C.

All interested applicants **must submit resume to: jobs@afge.org**, Attention: HR Business Specialist, Training & Development to the Human Resources Department – Vacancy Announcement #10. Expressions of interest from (**internal candidates**) must be received by the close of business on April 9, 2024.

CC: National Executive Council
Finance Director

FOR BULLETIN BOARD POSTING
NOT TO BE REMOVED
(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM
AFGE WEBSITE)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department:	Human Resources Department
Location:	National Office
FSLA Classification:	Exempt
Grade:	G-11
Position Title:	HR Specialist—Training & Development

I. INTRODUCTION

Under the direction of the Human Resources (HR) Director, the HR Specialist, Training & Development leads the design, delivery and administration of employee training and development programs for AFGE staff at all levels of the organization. Additionally, this individual will be responsible for assisting with the development and administration of performance and career management programs and initiatives. The individual may perform other HR duties, including recruitment, policy administration, etc. This position will work collaboratively across AFGE, within and outside of HR, to deliver effective programs and services aligned with AFGE's strategic objectives.

This position must discreetly maintain sensitive, private and confidential information related to AFGE officers/employees, personnel issues and data, and proprietary information. The HR Specialist must demonstrate a high level of integrity inside and outside of the HR Office.

This position a part of the HR Department of the National Office which is under the direction of the National President. AFGE is comprised of a staff of about 300 individuals, 93 retirees located in 14 districts across the U.S. with the majority in Washington, DC, the National HQ Office. Where feasible, AFGE employees may work remotely once approved by their supervisor.

AFGE has four (4) bargaining units represented by four (4) unions covering all of the non-managerial and non-confidential positions. This position is a confidential position and excluded from any bargaining unit.

This position has no direct supervisory responsibilities but may serve as a coach and mentor for other positions within the organization. This position will report directly to the Director, Human Resources.

II. MAJOR DUTIES AND RESPONSIBILITIES

At the direction of the Director, Human Resources, the incumbent will perform the following duties:

A. Training & Development—75%

- Recommend, develop, and implement innovative and effective, multi-modal training and development programs that support the learning, performance, and career progression of staff throughout their full employee lifecycle, including onboarding, career development, employee wellness, and succession planning as well as for enhancing employee, supervisor, manager, leadership, and executive development.
- Identify opportunities for training and development and, in consultation with key officials and leaders, recommend immediate and/or long-range training and development priorities, addressing

functional skills, competency development and technical knowledge training.

- Design and develop effective, engaging curricula, delivered in multi-modal ways to include but not limited to audio and visual aids, social media tools, e-learning, handbooks, and/or written on-line training and documentation, that meet specific training and development needs and outcomes.
- Deliver and/or facilitate stand-up, in-person, remote, e-learning, web-based or other training and development to targeted personnel.
- Continuously evaluate relevancy and effectiveness of training and development content, monitor training and development processes, and measure its impact on employee and organizational performance.
- Establish and maintain collaborative professional relationships with key staff, including management, leadership, unions, employees, and others to plan, deliver, evaluate, track, and continuously improve training and development sessions.
- Manage registration for workshops and training sessions, both in person and online; generate, analyze.
- Manage and leverage the NAVEX Training System and ensure employees complete required training in a timely manner.

B. Recruitment—15%

- Manage the full-cycle recruitment for a limited but specific group of positions and/or departments.
- Partner with and provide coaching and training to hiring managers on AFGE and industry practices, procedures, and policies regarding effective recruitment practices, i.e., sourcing, interviewing, selection, onboarding, and retention as well as utilization of the ADP recruiting system.

C. HR General Duties—10%

- Administer the workers' compensation program, including the processing, reviewing, tracking and settlement of works comp claims.
- Collect and input employee data for the annual EEO-1 report; ensure accuracy and timeliness of required data and ensure proper and timely review before submission.
- Oversee the coordination of AFGE policies and procedures developed by department/function owners by managing the NAVEX Policy Tech system. Ensure distribution and attestation of HR employee policies and procedures.
- Other duties as assigned.

III. WORK ENVIRONMENT

This job operates in a professional environment working to establish AFGE's organizational and departmental goals. The incumbent will routinely use standard office equipment such as computers, scanners, and phones and other relevant technological solutions. The employee will periodically be required to do some lifting and/or move items over 10 pounds. Ability to travel is required for this position.

IV. CONTROLS OVER THE POSITION

The HR Specialist, Training & Development works under the supervision of the Director, Human

Resources, who reports to the President of AFGE.

V. QUALIFICATIONS

Required

- Bachelor's degree with at least 5 years of relevant experience; 3 of those years of experience must demonstrate planning, design and/or administration of training and development programs.
- Must discreetly maintain sensitive, private and confidential information related to AFGE officers/employees, personnel issues and data, and proprietary information.
- Must demonstrate a high level of integrity.
- Must have the ability to use good judgement to make sound decisions.
- Ability to manage complex issues or situations using proven problem-solving skills.
- Some knowledge of effective principles and practices of training and development methods and techniques linked to employee and organizational performance and career development.
- Demonstrated experience in full-cycle strategic recruitment.
- Excellent attention to details.
- Must demonstrate a strong work ethic and must be reliable.
- Must be able to effectively work in a high-paced office environment in an efficient manner.
- Must have excellent communication skills with a strong command of the English language (both verbal and written).
- Must have professional, engaging, and respectful presentation skills.
- Must demonstrate a track record for managing projects and delivering tasks on time.
- Must be able to work independently and with limited supervision.
- Must be a collaborative, inclusive and courteous team player, not only to the HR Team, but all AFGE staff.
- Must demonstrate exceptional customer service skills.

Desired

- Possess familiarity with methods to identify and assess training needs.
- Ability to prepare, analyze and evaluate reports and interpret meaning that can be applied to process improvement.
- Track record for collaboration, consultation, and working effectively with individuals, teams, groups, and units at all levels and in various roles within the organization, including management, staff, and union.
- Be proficient in computer and learning/HR information systems which should include many of the following: Microsoft Office Suite, ADP Workforce Now, spreadsheet development, social media, e-learning, and AI or other learning technologies or tools.
- Have an interest in, and loyalty to, the American Labor movement.

VI. EEO STATEMENT

AFGE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, marital status, sexual orientation, personal appearance, gender identity and/or gender expression. In addition to federal law requirements, AFGE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. The policy

applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.