

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900
Fax: (920) 496-7490

FIRST POSTING TO ENROLLED ONEIDA TRIBAL MEMBERS ONLY

POSITION TITLE: Senior Training & Development Specialist
POSITION NUMBER: 00301
DEPARTMENT: Human Resources
LOCATION: 909 Packerland Drive Green Bay WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Training & Development Director
SALARY: E05 \$45,961/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: March 13, 2019
CLOSING DATE: Until Filled
Transfer Deadline: March 20, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Conduct training and development needs analyses and assessments on an organizational, community and departmental needs. Develop and implement specified training and development programs and initiatives to meet assessed needs. Assist in developing Human Resource related communication document. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assess, plan, develop, and deliver or coordinate the delivery of individual and/or group training and instructional programs, encompassing a wide range of technical, operational, management, and/or other skills areas according to assessed needs.
2. Develop or oversee the development of training curricula; formulate or review training outlines and determine appropriate instructional methodologies and formats; evaluate and recommend incorporation of vendor programs, as appropriate to meet overall training goals and objectives.
3. Create and prepare teaching and visual aids, instructional materials, computer tutorials, and reference materials appropriate to specific training objectives.
4. Implement organization-wide training strategies that support the strategic direction and initiatives of the Oneida Nation.
5. Coordinate, facilitate, and/or conduct specified development activities, such as planning retreats, team building programs.
6. Evaluate effectiveness of training and development programs and utilizes relevant evaluation data to revise or recommend changes in instructional objectives and methods.
7. Assist in the planning, assessment, and implementation of departmental goals and objectives, consistent with the strategic direction of the Oneida Nation.
8. Assist in the development, creation, and revision of Human Resources business documents to include procedure manuals, newsletters, forms, and other related documents.
9. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
10. Adhere to all Personnel Policies and Procedures and Standard Operating Procedures.
11. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

JOB DESCRIPTION

Senior Training & Development Specialist

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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit, and stand; lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of technical/business writing.
2. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
3. Knowledge and understanding of adult learning principles, and of a wide range of training methods, techniques, and formats.
4. Knowledge of curriculum development and preparation procedures.
5. Knowledge of department organization, functions, objectives, policies and procedures.
6. Skill in operating various word-processing, power point, and publisher software programs in a Windows environment.
7. Ability to exercise independent judgment.
8. Ability to assess training and development needs and to develop appropriate and creative responses.
9. Ability to design, develop, implement, and evaluate training plans, curricula, and methodology.
10. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
11. Ability to work independently and meet strict time lines.
12. Ability to communicate efficiently and effectively both verbally and in writing.
13. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
17. Must pass a background security check with the Oneida Nation to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
18. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

- 1.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Nation.**
2. Bachelor's Degree in Organizational Development, Instructional Design, Education or related field; an equivalent combination of education and experience may be considered.
3. Experience in developing knowledge or skill-based training.
4. Experience in delivering training to diverse audiences.
5. Experience in assessing training needs for multiple groups and/or organizations.
6. Experience in creating appropriate visual aids and reference materials to support training.
7. Experience in evaluating training effectiveness and making appropriate changes to instruction and/or methods.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. Must submit at least two (2) work product examples of training developed with visual aids/reference materials with application.