



Department of Employee Relations

Cavalier Johnson

Mayor

Harper Donahue, IV

Director

Molly King

Employee Benefits Director

Nicole Fleck

Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: June 17, 2025

Department of Administration – Office of the Director

Current	Recommended
Administrative Specialist – Senior PR 2GX (\$58,656 – \$76,474) FN Recruitment is at \$66,992 (One Position)	Training and Development Coordinator PR 2KX (\$70,501 – \$98,704) FN Recruitment is at \$77,551 (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

Background

The Department of Administration (DOA) has requested to repurpose one vacant position of Administrative Specialist – Senior, within the Office of the Director, to a new position of Training and Development Coordinator. A job description was provided and discussions were held with Steven Mahan, Administration Deputy Director, Carl Chopp, Administrative Services Manager, Andrea Knickerbocker, Human Resources Manager, and Amy Hefter, Human Resources Representative.

Duties and Responsibilities

Under the direction of the Administrative Deputy Director, this position will develop, coordinate, implement and evaluate comprehensive DOA and citywide training programs that are designed to enhance employee performance, leadership capacity, and support organizational strategic objectives. This position will also play a key role in city workforce development, DOA onboarding and city leadership training initiatives, ensuring alignment with organizational goals and operational changes; promoting a city culture of continuous learning and service excellence. Duties and responsibilities include:

- 25% Coordinate and collaborate with universities, educational institutions, and vendors to deliver high-quality training programs, including managing contracts and agreements, and ensuring services meet the City's needs.
- 15% Collaborate with management and department/division heads to assess training needs related to business objectives, workforce trends, and production changes.
- 15% Analyze training needs to develop new training programs or modify and improve existing programs. Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- 15% Plan, develop, and provide meaningful training and staff development programs for staff at all levels, utilizing effective methods such as classroom training, demonstrations, on-the-job training, meetings,

conferences, and workshops. Develop and organize educational materials for executive leadership trainings.

- 10% Prepare and manage annual budget for employee training, ensuring efficient use of resources.
- 10% Conduct and develop onboarding for new hires in DOA, with outreach to other city departments.
- 5% Supervise and direct designated city and contractual training staff
- 5% Performing other duties as assigned.


Minimum qualifications include a bachelor's degree in education, human resources, business administration, public administration, or a related field from an accredited college or university. Three years of professional experience developing training plans and educational materials and/or conducting/coordinating classroom or professional training. Equivalent combination of education and experience will be considered. Valid Driver's License will be required at the time of appointment and throughout employment.


Analysis and Recommendation

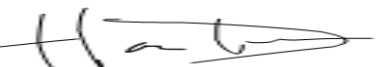
These duties, responsibilities, and requirements are currently comparable to the work performed by the already classified Human Resources Representative positions throughout the city. Based on this comparison, the recommendation is to classify this repurposed position as a Training and Development Coordinator in Pay Range 2KX (\$70,501 – \$98,704), with a recruitment rate at \$77,551.

Action Required – Effective Pay Period 15, 2025 (July 6, 2025)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
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Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director