Curriculum & Program Design Division Chief

Salary
$84,597.00 - $128,627.00 Annually

Opening Date
05/29/2024

Closing Date
6/12/2024 11:59 PM Eastern

Worksite Address
Finance Building, 613 North Street

City
Harrisburg, Pennsylvania

Zip Code
17120

THE POSITION

Do you have a passion for enhancing learning and professional talent development? This leadership position in the Office of Administration's Bureau of Talent Planning and Development impacts all Commonwealth employees by overseeing the creation of enterprise employee, supervisory, management, and leadership training and development programs. Advance your career and impact the future of our workforce!

DESCRIPTION OF WORK

This position serves as chief of the Curriculum and Program Design Division, leading its learning and development specialists who are experts in instructional design, training presentation, facilitation, and managing enterprise employee and leadership development programs. You will oversee and influence the programming and administration for Commonwealth University, our centralized, accessible resource for varied and valuable learning opportunities that help Commonwealth employees throughout the state gain skills they need to grow in their current or future positions.

Interested in learning more? Additional details regarding this position can be found in the position description.

Work Schedule and Additional Information:

- Full-time employment
- Work hours are 8:00 AM to 4:30 PM, Monday - Friday, with a 60-minute lunch.
- **Telework:** You may have the opportunity to work from home (telework) part-time, up to three days per week. In order to telework, you must have a

securely configured high-speed internet connection and work from an approved location inside Pennsylvania. If you are unable to telework, you will have the option to report to the headquarters office in Harrisburg.
- **Salary:** In some cases, the starting salary may be non-negotiable.
- You will receive further communication regarding this position via email. Check your email, including spam/junk folders, for these notices.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY

QUALIFICATIONS
Minimum Experience and Training Requirements:

- One year as a Human Resource Analyst 4 in the area of the parenthetical; **or**
- One year as a Human Resource Director 2 or a Field Human Resource Officer 3, and two years of professional experience in the area of the parenthetical; **or**
- Two years of experience in the performance of advanced supervisory human resource work of a developmental nature in the area of the parenthetical; and a bachelor's degree; **or**
- An equivalent combination of experience and training.

Other Requirements:

- This particular position also requires one or more years of full-time professional experience designing, delivering, and evaluating organizational learning and development solutions using in-person and virtual delivery methods.
- You must meet the [PA residency requirement](). For more information on ways to meet PA residency requirements, follow the [link]() and click on Residency.
- You must be able to perform essential job functions.

How to Apply:

- Resumes, cover letters, and similar documents will **not** be reviewed, and the information contained therein will not be considered for the purposes of determining your eligibility for the position. Information to support your eligibility for the position must be provided on the application (i.e., relevant, detailed experience/education).
- If you are claiming education in your answers to the supplemental application questions, you must attach a copy of your college transcripts for your claim to be accepted toward meeting the minimum requirements. Unofficial transcripts are acceptable.
- Your application must be submitted by the posting closing date. Late applications and other required materials will not be accepted.
- **Failure to comply with the above application requirements may eliminate you from consideration for this position.**

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Veterans:
- Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go to www.employment.pa.gov/Additional%20Info/Pages/default.aspx and click the Veterans' Preference tab or contact us at ra-cs-vetpreference@pa.gov.

Telecommunications Relay Service (TRS):
- 711 (hearing and speech disabilities or other individuals).

If you are contacted for an interview and need accommodations due to a disability, please discuss your request for accommodations with the interviewer in advance of your interview date.

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.

EXAMINATION INFORMATION

- Completing the application, including all supplemental questions, serves as your exam for this position. No additional exam is required at a test center (also referred to as a written exam).
- Your score is based on the detailed information you provide on your application and in response to the supplemental questions.
- Your score is valid for this specific posting only.
- You must provide complete and accurate information or:
  - your score may be lower than deserved.
  - you may be disqualified.
- You may only apply/test **once** for this posting.
- Your results will be provided via email.