

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: District Professional Development Specialist

Unit: Office Technical

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Job Code: J1443

Original Date: 11/2025

Last Revision: 11/2025

Staff Type: Classified

FLSA status: Non-exempt

Salary Range: 33

DEFINITION

Under the general direction of a human resources supervisor or manager, lead the administration, maintenance and control of the Professional Development department within the People, Culture, and Technology Services Division. Independently design, implement, and assess professional development programs aligned with the District's strategic and DEIA goals. Work confidentially and independently with discretion.

EXAMPLE OF DUTIES

1. Design, implement, and assess professional development programs aligned with District's strategic and DEIA goals.
2. Serve as system administrator for the Vision Resource Center, overseeing configuration, troubleshooting, and LMS integration with platforms such as Keenan SafeColleges. Perform data integration and uploads into VRC, ensuring seamless operation.
3. Manage \$87,450 professional development budget, negotiate with vendors, and draft contracts.
4. Act as districtwide liaison for professional learning, EEO, faculty, classified professionals, and management.
5. Research and deliver workshops incorporating adult learning theory, instructional best practices, and equity-minded facilitation.
6. Plan and implement onboarding for faculty, classified professionals, supervisors, and managers.
7. Provide independent analysis and recommendations on complex, confidential professional development issues.
8. Oversee supervisory and management 360 evaluation process, including compilation using appropriate aggregation software such as SurveyMonkey/Qualtrics.
9. Track and confirm Classified and Management Service Awards annually.
10. Serve as the liaison between assigned areas and computer support services. Work closely with outside consultants or service providers.
11. Provide a wide range of information to faculty, staff, agencies, and the public regarding assigned areas. Provide technical advice and detailed assistance to administrators, faculty, and employees regarding interpretation of District policies and procedures, federal and State rules and regulations, and labor relations contracts. Assist staff members with administrative problems and procedures.

12. Operate a computer and business related software including word processing, spreadsheets, and database management. Assist in the design of webpages for District information and public use. Input, edit, review, verify, and extract data from computer databases.
13. Lead projects in the analysis and testing of modifications/customs to the Human Resources Information Systems that relate to Professional Development. Set-up and maintain database system tables and database tracking systems. Provide consultative and technical assistance in the modification and implementation of database system issues.
14. Identify issues and concerns relating to operations, policies, and procedures and coordinate the resolution of issues. Recommend changes to and assist in the formulation, preparation, and modification of operational systems, policies, and procedures.
15. Represent the department or office in meetings or conferences; act as liaison between designated areas and other segments of the District or the public.
16. Maintain a variety of inter-related record and files and prepare reports. Compose and prepare documents and correspondence responding to questions or inquiries.
17. Apply and interpret District policies, procedures, rules, and regulations. Understand, interpret, apply, and sustain applicable sections of California Education Code, District collective bargaining contracts, and other local, State, and federal laws. Learn updates and revisions to regulations, policies, rules, and collective bargaining agreements.
18. Prepare special reports and materials for human resources processes; review contract requirements and assure proper implementation. Perform other special projects and prepare reports. Apply and interpret District policies, procedures, rules, and regulations. Handle sensitive materials and confidential issues regarding employment, employee relations, payroll, and personnel administration and information.
19. Assist in the development and implementation of a variety of training programs for all levels of employees. Coordinate and schedule meetings, interviews, and special events. Provide orientations and workshops; create a variety of resources and materials to support these programs.
20. Assist in the preparation of department or program budgets; monitor budget and expenditures; review periodic budget reports to compare actuals against forecasts; and make budgetary transfers as necessary.
21. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of California Education Code and other local, State, and federal laws.
Basic accounting, financial, and statistical record-keeping practices.
Basic research procedures and principles, including problem solving and research techniques.
Computer applications and systems, including word processing, spreadsheets, and databases.
District organization, operations, policies, procedures, and objectives.
District policies, rules, regulations, and procedures as applied to assigned programs.
English usage, grammar, spelling, punctuation, and vocabulary.
General computer operations and platforms and business related applications and database management.
Human Resources policies, practices, and procedures in assigned areas.
Modern office practices, procedures and equipment, including computer hardware and software.
Oral and written communications skills.

Principles and practices of administration, training and work direction.
Record-keeping techniques.
Research and analysis in the application of business and statistics and reporting techniques.
Technical aspects of field of specialty.
Understanding of collective bargaining contracts.

Skills and Abilities:

Analyze accurately and adopt an effective course of action.
Analyze data, drawing logical conclusions and making appropriate recommendations.
Assemble data and prepare correspondence and reports. Communicate effectively both orally and in writing.
Compose correspondence and other complex documents-independently.
Coordinate meetings and special events.
Establish and maintain effective working relationships with others.
Identify different approaches creatively and initiate constructive approaches and solutions.
Implement a major part of a human resources program independently.
Interpret, apply, and explain policies, procedures, rules, and regulations.
Lead, train, and provide work direction to others.
Maintain computer software files and records.
Maintain confidential and complex records and files.
Meet schedules and time lines.
Operate computers and business-related software, including word processing, spreadsheets, and databases.
Perform a wide variety of difficult, specialized, and complex technical human resources work in assigned areas.
Plan and organize work.
Prepare and maintain budget documents.
Provide technical expertise and analytical support.
Relieve the supervisor or manager of routine administrative details.
Understand and follow oral and written directions.
Work confidentially and independently with discretion.

Training and Experience:

Any combination of training and experience equivalent to: two years of college with special course work in business administration or human resources management, or a related field and five years analytical and complex technical experience in one or more Human Resources functional areas.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Some travel to campus and agency sites.