

HR Specialist, Workday/Health System Technical Training

Position Summary

The HR Specialist Workday / Health System Technical Training position is a vital role designed to provide best in class technical training services to the support the University of Virginia. This Specialist-level position is responsible for assisting with a variety of workforce planning activities, such as developing plans to close existing knowledge, skill, and capability gaps and coordinate the execution of work force plans with Talent Recruitment. The position will also maintain job families and career paths. The incumbent will report to the Supervisor, HR Workday / Technical Training and will not have direct reports.

Responsibilities and Duties

- Design and execute Workday Training for University employees following each Workday tenant release
- Design and execute Health System regulatory training and compliance tracking, to include clinical competencies, new hire, and annual retraining modules
- Partner with the Learning & Development team to coordinate and create training materials following each Workday tenant release
- Respond to and resolve escalations from HR Solution Center teams
- In coordination with Learning & Development team, maintain an LMS system that provides an integrated view of all required courses/certifications by individual
- Manage eLearning content – purchasing recommendations, blended learning, content authoring, etc.

Functional Area Outcomes

- Improve employee engagement
- Increase retention of high potential employees
- Enhance operational outcomes and behaviors through developmental offerings
- Simplify access and reporting for learning activities

Knowledge, Skills, and Abilities

- Demonstrate sound knowledge of HR functions and practices, with a specific focus on Workday and Technical Training; synthesize information, provide advice, and address needs independently
- Demonstrate an advanced knowledge of federal, state, local and University policies and regulations; conduct activities and make decisions according to ethical standards; analyze and present information and maintain accurate and detailed records
- Demonstrate proficiency in computer applications and solid knowledge of various database and software programs; collaborate with technology professionals
- Demonstrate excellent oral and written communication in daily interactions
- Work independently and as part of a team; complete tasks without immediate supervision and work with senior leaders to accomplish goals; display ability to lead, train, and functionally supervise
- Exemplify the University's educational mission, strategic aims, and programs

Required and Preferred Qualifications

Required Experience: 2 years of relevant experience

Required Education: Bachelor's degree

Preferred Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification