NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 24
Fiscal Year: 2013/2014
Posted Date: 02/11/14
Reposted Date: N/A

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>1236</td>
<td>Instructional Designer</td>
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For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Personnel Analyst, at (415) 557-4926 or by email at Cathy.Aabela@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Client Services Support Services
    Micki Callahan, DHR
    Jennifer Johnston, CSC
    Sandra Eng, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Chris Trenschel, Controller/ Budget Division
    E-File
INTRODUCTION
Under general direction and review by subject matter experts, performs all aspects of production to complete professional quality computer-based instruction presentations for use in training public agency employees; works in coordination with, subject matter experts and trainers in developing course materials that effectively convey critical knowledge and expertise to diverse audiences; transforms content into engaging, efficient, interactive, and effective eLearning content for both on-line and blended delivery methods; and evaluates the effectiveness of training presentations; and performs related duties as required.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED
None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Works with subject matter experts and trainers to identify goals and objectives which can be taught through computer-based instructions; based on subject matter experts input, determines scope, methodology, range and nature of computer based training programs.

2. Plans and produces computer-based training programs by developing scripts, story boards, creating engaging and interactive programs, verifying content with experts, writing assessment questions that measure objectives while applying adult learning principles and instructional design methodology.

3. Develops training manuals, facilitator guides or other training aids required for on-line, self-study, web-based and classroom mediums.

4. Independently manages multiple project deliverables.

5. Meets with trainers and managers to improve presentations and to plan re-training as required.

6. Designs measurement instruments and analyzes qualitative and quantitative data to refine and enhance training materials.

7. Develops and administers Learning Management Systems (LMS) to centrally automate and administer computer-based training programs so as to document, track and report individual and unit compliance and development.
Title: 1236  
Job Code: Instructional Designer  

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES  

Knowledge of: application of adult learning theory; instructional design methodology  

Ability to: collaborate effectively with peers, subject matter experts and other business partners; communicate clearly orally and in writing; manage projects and multiple deliverables; identify roadblocks and recommend and implement solutions  

MINIMUM QUALIFICATIONS  

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.  

1. Possession of a bachelor’s degree required (Instructional Design, Communication Design, Instructional Technology preferred); AND  

2. One (1) year of work experience using multimedia and graphic tools (e.g., Captivate, Articulate) in one or more of the following occupational areas: instructional design, curriculum development, instructional technology, or multimedia technology.  

Substitution  

Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of 2 years). Thirty (30) semester units or forty-five (45) quarter units equal one year.  

LICENSE AND CERTIFICATION  

None  

PROMOTIVE LINES  

ORIGINATION DATE:  

AMENDED DATE:  

BUSINESS UNIT(S):  

COMMN SFCCD SFMTA SFUSD