

Instructional Development Specialist

Pittsburgh Regional Transit is seeking an Instructional Development Specialist to work with departments within the Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) to develop, deliver and maintain educational programs to increase effectiveness and productivity of personnel. Creates training programs for e-Learning delivery. Functions as an internal consultant collaborating with individuals, departments and groups within PRT to develop, deliver and maintain educational programs. Also administers employment and recruitment activities for assigned positions.

Essential Functions:

- Works closely with IT Department to evaluate new software/hardware, develop and deliver training for Microsoft and Oracle-PeopleSoft upgrades. Coordinates training across all locations and shifts, as needed.
- Creates, designs, and maintains quality education programs, manuals and other training materials that support PRT business strategies. Develops and delivers training programs for instructor-led and virtual delivery. When necessary, evaluates, selects, negotiates, and administers the purchase and use of off-the-shelf training program.
- Assists with the development, design, and maintenance of the Development Department's Learning Management System (LMS).
- Administers employment processes for assigned positions, including recruitment, testing, interviewing and investigations. Conducts background checks on perspective candidates which includes various communications to verify education, previous and current employers. Utilizes the internet to conduct criminal record check and motor vehicle record status. Enters and tracks data in PeopleSoft. Extends contingent job offers and maintains appropriate documentation. Ensures that required employment activities are processed satisfactorily before finalizing hiring actions. Coordinates and conducts new hire orientation.

Job requirements include:

- High School Diploma or GED.
- Bachelor's Degree in human resources, instructional design, or related field from an accredited college or university. Directly related experience may be substituted for education on a year-for-year basis.
- Minimum of five (5) years' experience developing, delivering, and facilitating educational, informational and job/task programs for adults of which two (2) years are software training. No certifications or licenses required.
- Professional and effective communication skills.
- Demonstrated ability in the use of Windows, Microsoft Word, Excel, and PowerPoint.
- Willingness and ability to work shifts and pass days.
- Valid PA driver's license.
- Manages multiple tasks, high volume, and adheres to deadlines.

Preferred attributes:

- Minimum of two (2) years' experience interviewing, recruiting, utilizing employment processes and familiarity with union contractual matters.
- Minimum of two (2) years' experience in program/project administration
- Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), or comparable Certification from the Society for Human Resources Management.
- Demonstrated ability in the use of PeopleSoft Human Capital Management Modules.
- Demonstrated ability in the use of PeopleSoft Financial Modules.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
Agiammanco@RidePRT.org

EOE