

Looking at a job ad through an educator's lens. Notes at end of ad. The following is an actual job posting from a blue chip corporation, spelling and grammar have not been changed or modified.

Richmond, California, United States

Location:

Employment Type: Full-Time Employee

Reference Code: 398404800

Date Posted: Mar 31, 2017

Job Description

Chevron is one of the world's leading energy companies, with approximately 60,000 employees working in countries around the world. We explore, produce and transport crude oil and natural gas; refine, market and distribute fuels and other energy products; manufacture and sell petrochemical products; generate power; and develop future energy resources, including biofuels and geothermal energy.

Chevron is accepting online applications for the position of Training Coordinator/Training Systems Specialist located in Richmond, CA through April 3, 2017 at 11:59 p.m. (Eastern Standard Time).

Chevron is seeking a Training Coordinator/Training Systems Specialist to provide high level training systems management for the Richmond Refinery's three Training Records software systems: Active Learner, Integrated Learning Management System (ILMS), and Operational Excellence Reliability Intelligence (OERI); and manage all training project resources and logistics for Global Fundamental Operator Training Program (GFOTP) for the Richmond Refinery Learning & Development Department. With responsibility for systems management duties of Chevron's three learning management software systems, this position supports the complex work processes that are critical to reporting, managing, and maintaining Chevron's corporate, local, and regulatory compliance requirements for training. In addition to learning management systems expertise, this position requires the unique skillset of proficiency in logistics coordination, familiarity with instructional design and content creation, and excellence in business/technical writing. The Training Coordinator/Training Systems Specialist is part of a team of four professionals who serve as Subject Matter Experts in training at Chevron's Richmond Refinery. The successful candidate will bring strong training software systems background to the team, will focus on proper structure of training to meet standards of regulatory compliance, and will have efficiency, effectiveness, and continual improvement as core values.

Responsibilities for this position may include but are not limited to:

Provide high level systems administration for the Richmond Refinery's three Training Records software systems: Active Learner, ILMS, and OERI.

- Manage Richmond's compliance and non-compliance training databases.
- Update training material as needed and maintain the Learning & Development Website.
- Provide first-level support as liaison between Richmond's three learning management software systems, vendors, and personnel; and problem-solve all interface problems that arise between the three systems.
- Maintain all electronic and hard copy training material and related documentation for the entire refinery.
- Support the department during audits by providing system reports, creating training records spreadsheets to answer data calls, interpreting findings from data calls for auditors, and engaging in face-to-face interviews with regulatory, local, and in-house auditors to explain in detail how L&D utilizes the different learning management

systems to implement and track Operator Training; and about the Training Records Administration process as it applies to the Operations Training Qualification Review Board process.

- Facilitate instructor-led training for new operator/maintenance hires introducing training profiles and training software system use. Provide refresher training and/or notifications on any updates or major changes to learning management systems affecting end-users to Operators as necessary, on systematic, software, or other changes that affect end users.
- Assist with Curriculum Analysis and Instructional Design work within all learning management software systems.
- Take findings from Curriculum Analyses performed by Instructional Designers to build, audit, and correct job-specific curricula as necessary.
- Utilize vendor software (Active Learner and Evaluation Center) to design training content for all web-based training, including designing the look and flow of each page with relevant pictures, training topic content, and knowledge-check questions. Create evaluation content within Evaluation Center software. Link CBTs with computer-based assessments, set competency requirements, properly assign modules to employees, and manage content go-live events in the learning management software systems.
- Assist in identifying/defining curriculum gaps primarily in Global Fundamental Operator Training Program (GFOTP) iterations, and secondarily in all refinery-wide training. Coordinate with Training Specialist (GFOTP) on course material development and sustainability.
- Define small projects to close the gaps and improve efficiency and costs.
- Forecast resource and time requirements to execute training projects and events. Select material development resources (and SME material developers), and coordinate efforts to evaluate training material effectiveness. Manage training project resources; work with Operations Supervisor and Training Specialists to align learning goals, implementation, and sustainability plans.
- Plan, schedule, and coordinate all logistics and resources for Learning and Development Department course offerings. This includes: validating training material, scheduling facilitators, making classroom reservations, preparing classes, managing attendee invitations and interfacing with Refinery Leadership as necessary; printing and preparing materials, managing supplies, and all other content and logistics coordination. Serve as key contact in this capacity for Operations Area Leadership, Trainees, Fully Qualified Operators, Console Operators, Head Operators, Maintenance Supervisors, Mechanics and Head Mechanics, Technical employees, Field Safety Coordinators, and Plant Protection personnel.
- Responsible for the L&D/Operations Training department and area websites and website content, including duties to: design, develop, implement, and maintain content and contact information to ensure currency and accuracy; upload new and changing source/reference documentation as directed by the Operations Training Supervisor.

Required Qualifications:

- Bachelor's degree in Communications, Software Administration, IT, Technical Writing, Instructional Design, Business Administration, or other related field.
- Experience working in a refinery environment with enterprise databases.
- Expert systems specialist in all of the following: Active Learner, OERI, & Chevron's Integrated Learning Management System (ILMS).
- Excellent written and verbal communication and presentation skills.
- Five or more years of experience in logistics coordination or executive business program/project support.

- Expert in Microsoft Office Suite (Word, Excel, PowerPoint).

Preferred Qualifications:

- Expert developing training for distance learning or within a learning management software system utilizing instructional systems design principles.
- Experience working or coordinating with a represented workforce

http://oilpro.com/jobs/231605/training-coordinator-training-systems-specialist?utm_campaign=bundled-search-alert&utm_source=member&utm_medium=email

Notes

1. The conflict in the job title, **Training Coordinator/Training Systems Specialist**, HR can't decide if it's a coordinator or systems job so opts to call it both. When technology drives the system, the gap between tech and learning theory/instructional methodology opens. Want to test the concept? If training is what happens between the trainer and trainee, ask yourself in your meetings what percentage of the discussion and documentation generated will the trainee directly see or use as he/she interacts with the trainer during the lesson.
2. "**Active Learner, Integrated Learning Management System (ILMS), and Operational Excellence Reliability Intelligence (OERI); and manage all training project resources and logistics for Global Fundamental Operator Training Program (GFOTP)**". ".....will focus on proper structure of training to meet standards of regulatory compliance....." The **proper structure of training** is called curriculum. Of the 6 **Required Qualifications** for this job only 1 is remotely related to education, instructional design. ID is instructional resource development not curriculum development. The job ad is overwhelmingly bias towards technology not education.