

Instructional Coordinator (07144) (23141403)

Status
Pending

Agency HR Representative
Janus, Stacy

Status Details
To Be Approved

Hiring Manager
Ray, Terence

Primary Location
Helena

Requisition Type
Professional

Hired Candidates
0 out of 1

Logistics

Candidate Selection Workflow

Candidate Selection Workflow
MTGOV

Select Agency for Security

Agency
Department of Public Health & Human Services

Owners

Agency HR Representative
Janus, Stacy L

Hiring Manager
Ray, Terence E

Collaborators			
First Name	Last Name	Email	Title
Kerry	Pride	kpride@mt.gov	

Identification

Number of Openings
1

Working Title
Instructional Coordinator (07144)

Justification
Replacement

Open to
External - Public

Union
Montana Federation of Public Employees

Bargaining Unit
019 - DPHHS Hlth/Qual Ass. Employees

Agency
Department of Public Health & Human Services

Telework Eligibility
Telework Eligible (Full-time telework is not available.
Telework schedule must be supervisor approved.)

Contact Name

Contact Email

Stacy Janus
Contact Phone
406-444-3159
Mailing Address
PO Box 4210 Helena, MT 59620

Stacy.Janus@mt.gov
Fax Number
406-444-0262
Required Application Materials
Cover Letter, Resume

Structure

Organization

Level 1 State of Montana
Level 2 Public Health & Human Services - 691
Level 3 Public Health & Safety Div - 691-07
Level 4 Administration - 691-07ADM
Level 5 Division Administration - 691-07ADM1

Primary Location

City Helena

Job Field

Job Category Education/Training

Other Locations

1 Billings

Requisition H93011 - Instructional Coordinator 1
Template

Profile

Employee Status
Regular

Schedule
Full-Time

Shift
Day Job

Travel
Yes, 10 % of the Time

Education Level
Bachelor's Degree

Training Assignment

This agency may use a training assignment. Employees in training assignments may be paid below the base pay established by the agency pay rules. Conditions of the training assignment will be stated in writing at the time of hire.

Applicant Pool Statement

If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

Accessibility Statement

The State of Montana has a decentralized human resources (HR) system. Each agency is responsible for its own recruitment and selection. Anyone who needs a reasonable accommodation in the application or hiring process should contact the agency's HR staff identified on the job listing or by dialing the Montana Relay at 711. Montana Job Service Offices also offer services including assistance with submitting an online application. State government does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, age, physical or mental disability, genetic

information, marital status, creed, political beliefs or affiliation, veteran status, military service, retaliation, or any other factor not related to merit and qualifications of an employee or applicant.

Administration

Compensation

Pay Band
05

Salary Plan
025

Pay Basis
Hourly

Minimum Salary
28.26

Maximum Salary
28.26

Benefits Package Eligibility
Health Insurance, Paid Leave & Holidays, Retirement Plan

Overtime Status

Overtime Status
Non-exempt

External Description

Description - External

The Montana Department of Public Health and Human Services (DPHHS) has a career opportunity within the Public Health and Safety Division.

Our mission at DPHHS is to improve and protect the health, well-being, and self-reliance of all Montanans throughout every stage of their life. By joining our team, you will have the opportunity to perform meaningful work in public service to our state and its residents. Whether you are joining the workforce or have several years of experience, DPHHS has the opportunity for you!

This position supports the Division and the State ' s public health workforce by planning and coordinating training and professional development opportunities. Key responsibilities include: 1) Collaborates with public health leaders to improve employee performance and enhance public health service delivery; 2) Assesses workforce training needs and competency shortfalls. 3) Develops plans to improve competencies of the public health workforce. 4) Presents training or facilitates training by other training professionals; and 5) Serves as a subject matter expert on public health workforce development.

This position can be located in Helena or Billings and the final determination will be decided between the supervisor and the selected candidate.

This position may be eligible for partial telework within the state of Montana. Specific conditions will be provided by the supervisor and must adhere to state policy.

Moving and relocation expenses may be available and must adhere to DPHHS policy.

What we can offer you

The State of Montana's comprehensive benefits package includes healthcare coverage, retirement plans, paid vacation, sick leave, and holidays, work/life balance, and eligibility to participate in the Public Service Loan Forgiveness (PSLF) program. Visit the Health Care and Benefits Division for more information at <https://benefits.mt.gov/>. In addition to employee benefits, there are a wide range of advancement opportunities within the largest state agency in Montana.

Qualifications - External

What you can offer us

- Knowledge of training principles and practices.
- Skill in researching and developing training curriculum and e-learning models.
- Skill in planning, organizing, facilitating, or presenting training.
- Meet minimum qualifications:- Bachelor ' s degree. Preference given to degrees in human resources, business or public administration, teaching, or education.
- Three years of work experience in education, workforce training, or professional development programs management.
- Other combinations of education and experience may be considered on a case-by-case basis.

For a copy of the full job description or if you need a reasonable accommodation in the application or hiring process, contact Stacy Janus at Stacy.Janus@mt.gov.

How to Apply

Submit the following required documents with your application on the State of Montana Careers website. When submitting the required documents, you must check the “ relevant document ” box to ensure your attachments are uploading correctly to the specific application for this position.

- Resume
- Cover Letter

To be considered for any DPHHS position, applicants must complete and submit their application online, and upload any required documents. Successful applicant(s) are required to successfully pass all DPHHS specific background check(s) relevant to each position. DPHHS is an equal opportunity employer. Women, minorities, and people with disabilities are encouraged to apply.

This position is open until filled with frequent screening of applicants.

Internal Description

Description - Internal

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Questionnaire

Disqualification Questions

Questions	Answer	Result
1. Proof of eligibility to work in the United States must be provided if selected for hire. Generally, sponsorship for work authorization is not available through the State of Montana. Are you legally authorized to work in the United States without employer sponsorship? <small>Global, Code: DQ1 , Type: Single Answer , Visible by: All Candidates</small>	No	To Be Verified
	Yes	The Candidate Passes

Job Specific Questionnaire

Question	Answer	Required/Asset
1. Are you prepared to attach the required document(s) listed in the job announcement? Please mark the required file(s) as "relevant" to this job submission when attaching them. (You will have the opportunity to attach documents in a future step of this application process.) <small>Global, Code: Info_002 , Type: Single Answer</small>	Yes - I am prepared to attach the required document(s) and will attach them when prompted.	Required
	No - I do not intend to attach the required document(s) and understand my application will not be considered complete.	—

2. Are you willing to complete a background check?

Global, Code: Chk_001 , Type: Single Answer

Yes

Required

No

—

This requisition uses 0 of the 0 questions from the corresponding prescreening model.