



CLASS SPECIFICATION

04-10-2025

INSTRUCTIONAL DESIGNER, 9604

Summary of Duties: Designs and delivers high-quality learning materials across a variety of delivery formats (e.g., online, in-person, hybrid) that support employee growth, technology initiatives, business operations, career development, and the rules and regulations that govern the workplace; understands foundational instructional design models; applies instructional design fundamentals, learning theories, and best practices to create engaging, impactful, experiential, and developmental experiences; may supervise other instructional design team members; collaborates with subject matter experts (SMEs) and stakeholders to ensure that instructional content is aligned with learning outcomes and designed for effectiveness; leverages the latest technologies to produce engaging and effective adult learning content with impactful, measurable goals; and does related work.

Distinguishing Features: The Instructional Designer requires expertise in instructional design and a deep understanding of instructional theories, curriculum development, and pedagogical strategies to create effective learning experiences. The work involves developing course outlines and defining learning outcomes, creating instructional materials on less complex issues, conducting needs analysis, and collaborating with team members on content development. Collaboration is an important aspect of this position, as the Instructional Designer works closely with and gathers information from subject matter experts and stakeholders to customize learning materials that align with organizational goals. Additionally, the position involves significant technology integration, as the designer must be proficient in using eLearning tools, learning management systems, and other educational technology platforms to enhance instructional delivery. Continuous improvement is a core responsibility of an Instructional Designer, which requires evaluating the effectiveness of instructional and training programs and making recommendations for enhancements based on data and feedback.

The Instructional Designer may also perform a moderate to advanced role with greater responsibility, including managing project timelines, directing project development, managing teams, mentoring and coaching junior instructional designers, and supervising the design, development, and delivery of complex and/or comprehensive training programs, often with more freedom in decision-making.

Example of Duties: An Instructional Designer:

- Develops instructional materials/content, courses, and experiential learning to reinforce learning, including e-learning modules, course outlines, lesson plans, training materials, and assessments;
- Designs and implements online, blended, and instructor-led training programs using various learning management systems, multimedia tools, and graphical elements to illustrate and reinforce learning;
- Adheres to organizational learning standards, branding, goals, and learner needs;

- Produces exceptionally well-written material, adhering to the standards established by adult learning theory;
- Establishes a cohesive and relevant curriculum plan by working closely with subject matter experts and stakeholders to gather input, define learning outcomes, ensure instructional materials meet quality standards, and ensure the accuracy and relevancy of the content;
- Evaluates, maintains, and improves existing instructional content and materials by incorporating feedback from learners and stakeholders;
- Assesses learning outcomes, identifies learning outcomes, and measures learning effectiveness;
- Demonstrates excellent project management skills by handling multiple projects simultaneously, performing all required tasks unassisted with little management oversight, and managing and reporting project status;
- Stays current with trends in educational technology and instructional design methodologies; and
- May occasionally be assigned to other related duties for training purposes or to meet technological changes or emergencies.

Minimum Requirements:

- Bachelor's degree in Instructional Design, Educational Technology, Industrial Psychology, or a related field; **and**
- Certification in Instructional Design; **and**
- Three years of experience in Instructional Design and Delivery Methods; **or**
- Five years of experience in a Learning and Development role, such as Learning and Development Coordinator, Learning and Development Consultant, Learning and Development Specialist, Training Specialist, or a related role.

A Master's degree and/or professional experience in human resources, public utilities, and unions is/are preferred but not required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.