**Training Specialist**

**DESCRIPTION OF WORK:** Positions in this banded class perform a variety of services to meet staff development, organizational, community and program training needs. Work involves assessing and evaluating training/education needs, preparation of teaching plans and materials, identifying objectives, providing classroom and instruction in assigned areas or may involve the supervision, planning, coordination and direction of a training/education program or multiple training/education programs. Duties include performance of tasks designed to enhance the competence of individual employees; or non-degree seeking students and individuals pursuing personal development through extension training such as law enforcement, fire and rescue training, or wastewater treatment. Positions may train and/or supervisor other trainers.

**EXAMPLES OF COMPETENCIES: CONTRIBUTING:**

**Training:** Ability to deliver training and instruction in accordance with defined training needs, identify objectives, prepare training materials, and provide instruction in a general training program or assigned training subject area. Ability may include the development of course instruction to address a specific training or program need. Ability to maintain accurate training records. Ability to evaluate effectiveness of training and document progress of participants. **Communication:** Ability to present training information to individuals or groups suited to the characteristics and needs of the audience. Ability to clearly and concisely convey training information orally or in writing to individuals or groups to ensure that they understand the information and the message. Ability to discuss progress of participants with their supervisors. Ability to maintain training schedules that are accurate and are communicated to participants in a timely manner.

**JOURNEY**

**Training:** Ability to develop and conduct multiple training programs to meet organizational training needs. Ability to prepare teaching plans, and materials,

identify objectives, and provide instructions for multiple work units in a variety of training disciplines which include and encompass all levels of work.

Ability to develop and administer a training evaluation

program and make recommendations for change or improvement.

**Communication:** Ability to communicate and discuss training needs with individuals at all levels to assess skill levels and training needs. Ability to serve as lead

worker for a small team of staff development and

training technicians and specialists. Ability to negotiate contracts for purchase of training services from outside vendors to deliver a block of training. Ability to negotiate contracts to universities and technical

institutes for continuing education for individual employees. Ability to interpret, apply and communicate a variety of policies, procedures, and

regulations related to staff development. Ability to

assist in writing policies, procedures, rules and regulations governing various training programs. Ability to assist in writing proposals for funding for training programs. Ability to manage and facilitate group discussions.

**Knowledge-Professional:** Basic knowledge of principles and techniques of training. Basic knowledge of capabilities and uses of audiovisual aids and other training tools and resources. Basic knowledge of outside training resources, rules and regulations. **Planning and Organizing Work:** Ability to assist in planning and implementing a general training program or training in a specific assigned area designed to assist individuals and groups in developing knowledge and skills through the proper selection and use of training methods. Ability to serve as liaison between agency officials and outside training resources in scheduling specific training sessions.

**Knowledge-Professional:** Working knowledge of training theory, principles and techniques.

Working knowledge of techniques and methods of conducting formal and informal training programs. Working knowledge of theory, practices, and principles of human behavior. Working knowledge of administrative techniques and pertinent laws, rules and regulations governing education and training programs. Ability to assess, target and align training needs with individual, departmental and university goals. Ability to set strategic direction.

**Planning and Organizing Work:** Ability to plan and set broad objectives for multiple training programs and serve as a resource to other Training Specialists.

Ability to lead/supervise subordinate training specialists and/or local area consultants in planning and coordinating training courses. Ability to meet and work with members of various state advisory committees in determining training needs. Ability to plan, coordinate and monitor outside training resources for multiple training programs.

**ADVANCED**

**Training:** Ability to direct and supervise a comprehensive staff development and training/education program including core training, specialized one-time training events, continuing education, and management and organizational development of multi-program divisions with a complex service delivery structure or groups of employees on a regional/statewide basis from multiple program origins. Ability to provide in-depth consultation in the areas of needs assessment, curriculum design for complex training goals, and program evaluation and provide management with an objective assessment to facilitate the organization analysis and development function of the overall staff development program.

**Communication:** Ability to discuss and communicate with managers and supervisors concerning the direction, management and problem resolution o the overall staff development program in support of succession planning. Ability to write policies and

procedures and regulations related to staff development. Ability to write proposals for funding for training programs.

Writes policies and procedures and regulations related to staff development. Writes proposals for funding for training programs. Ability to evaluate training feedback to monitor course effectiveness and make appropriate corrections.

**Knowledge-Professional:** Full knowledge of adult and adolescent education training theories, models, methods and the application of these in both principle and

practice. Full knowledge of the management structures

and their service through the system being served. Full knowledge of planning, administering, supervising, evaluating, and the coordination of staff development activities in a complex service delivery system. Knowledge of Organizational Development theory and practices.

**Planning and Organizing Work:** Ability to perform advanced strategic planning to ensure overall staff development program, organizational structures, and systems fulfill legislative or mission driven organizational goals. Ability to identify resources and manage the utilization of the most cost effective and efficient application of resources. Ability to direct, coordinate and supervise work of subordinate training staff.

**MINIMUM TRAINING AND EXPERIENCE:** Bachelor’s degree; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.