

# TRAINING SPECIALIST

Schematic Code 13401 (31000063)

## I. 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.

## II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level perform a variety of services to meet organizational and program training needs. Work involves preparation of teaching plans and materials, identifying objectives, and providing instruction in assigned areas. The position may also coordinate, schedule, and evaluate training events. Work may include consultative work involving the promotion, coordination, and delivery of a specific training courses and programs.</p>	<p>Positions at this level plan and conduct multiple training programs to meet organizational training needs. Work involves identifying and communicating training needs with clients and consultative work involving the promotion and coordination of training programs. Positions at this level may promote and coordinate a variety of training courses and programs in specific occupational areas. They provide personal development and career counseling to individuals. Positions at this level may supervise and coordinate others. They may serve as lead worker.</p>	<p>Positions at this level develop and direct comprehensive training and education programs. They provide in-depth consultation in the areas of needs assessment, curriculum design for complex training goals, and program evaluation. They perform strategic planning, manage resources, and develop policies and procedures. They direct, coordinate and supervise work.</p>

**III. COMPETENCIES**

Competency	Definition
<b>Training</b>	Ability to lead and guide others to develop new skills or knowledge that will enhance their work. Ability to design, develop and/or deliver training programs.
<b>Communication</b>	Ability to communicate information to individuals or groups and deliver presentations suited to the characteristics and needs of the audience. Ability to clearly and concisely convey written information orally or in writing to individuals or groups to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.
<b>Knowledge-Professional</b>	Knowledge of and possession of a designated level of professional skill in specific area(s) and the ability to keep current with developments and trends in area(s) of expertise.
<b>Planning and Organizing Work</b>	Ability to develop plans to accomplish work operations and objectives. Ability to arrange and assign work to use resources efficiently. Ability to develop strategic plans, organizational structures, and systems to fulfill legislative or mission driven organizational goals.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

**IV. COMPETENCY STATEMENTS BY LEVEL**

**Training**

Ability to lead and guide others to develop new skills or knowledge that will enhance their work. Ability to design, develop and/or deliver training programs

Contributing	Journey	Advanced
<p>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.</p> <p>Ability to maintain accurate training records.</p> <p>Ability to evaluate effectiveness of training and document progress of participants.</p>	<p>Ability to develop and conduct multiple training programs to meet organizational training needs.</p> <p>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</p> <p>Ability to develop and administer a training evaluation program and make recommendations for change or improvement.</p>	<p>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.</p> <p>Ability to provide in-depth consultation in the areas of needs assessment, curriculum design for complex training goals, and program</p>

<p>Ability to assist in evaluating outside instructors' ability and effectiveness.</p>	<p>Ability to conduct or assist other trainers in conducting instructor training workshops.</p> <p>Ability to ensure instructors have current information and training materials.</p> <p>Working knowledge of various training platforms (individual, classroom instruction, on-line training, etc.)</p> <p>Ability to provide counseling to individuals regarding personal or career development.</p>	<p>evaluation and provide management with an objective assessment to facilitate the organization analysis and development function of the overall staff development program.</p> <p>Ability to develop policies, procedures, rules and regulations governing the overall staff development program.</p> <p>Ability to obtain and manage fiscal resources to meet overall training needs or in support of scholarships.</p> <p>Ability to consult with management on organizational problems related to employee and management development.</p> <p>Ability to research and develop innovative training approaches for unique work situations.</p>
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**Definitions:**

*Working knowledge* - The span of knowledge necessary to independently complete defined assignments to produce an effort or activity directed toward the production or accomplishments of the work objectives.

**Communication**

Ability to communicate information to individuals or groups and deliver presentations suited to the characteristics and needs of the audience. Ability to clearly and concisely convey written information orally or in writing to individuals or groups to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.

Contributing	Journey	Advanced
<p>Ability to present training information to individuals or groups suited to the characteristics and needs of the audience.</p> <p>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.</p> <p>Ability to discuss progress of participants with their supervisors.</p> <p>Ability to maintain training schedules that are accurate and are communicated to participants in a timely manner.</p>	<p>Ability to communicate and discuss training needs with individuals at all levels to assess skill levels and training needs.</p> <p>Ability to serve as lead worker for a small team of staff development and training technicians and specialists.</p> <p>Ability to negotiate contracts for purchase of training services from outside vendors to deliver a block of training.</p> <p>Ability to negotiate contracts to universities and technical institutes for continuing education for individual employees.</p> <p>Ability to interpret, apply and communicate a variety of policies, procedures, and regulations related to staff development.</p> <p>Ability to assist in writing policies, procedures, rules and regulations governing various training programs.</p> <p>Ability to assist in writing proposals for funding for training programs.</p> <p>Ability to manage and facilitate group discussions.</p>	<p>Ability to discuss and communicate with managers and supervisors concerning the direction, management and problem resolution of the overall staff development program in support of succession planning.</p> <p>Ability to write policies and procedures and regulations related to staff development.</p> <p>Ability to write proposals for funding for training programs.</p> <p>Ability to evaluate training feedback to monitor course effectiveness and make appropriate corrections.</p>

**Knowledge-Professional**

Knowledge of and possession of a designated level of professional skill in specific area(s) and the ability to keep current with developments and trends in area(s) of expertise.

Contributing	Journey	Advanced
<p>Basic knowledge of principles and techniques of training.</p> <p>Basic knowledge of capabilities and uses of audiovisual aids and other training tools and resources.</p> <p>Basic knowledge of outside training resources, rules and regulations.</p>	<p>Working knowledge of training theory, principles and techniques.</p> <p>Working knowledge of techniques and methods of conducting formal and informal training programs.</p> <p>Working knowledge of theory, practices, and principles of human behavior.</p> <p>Working knowledge of administrative techniques and pertinent laws, rules and regulations governing education and training programs.</p> <p>Ability to assess, target and align training needs with individual, departmental and university goals.</p> <p>Ability to set strategic direction.</p>	<p>Full knowledge of adult and adolescent education training theories, models, methods and the application of these in both principle and practice.</p> <p>Full knowledge of the management structures and their service through the system being served.</p> <p>Full knowledge of planning, administering, supervising, evaluating, and the coordination of staff development activities in a complex service delivery system.</p> <p>Knowledge of Organizational Development theory and practices.</p>

**Definitions:**

*Basic knowledge* - The span of knowledge minimally necessary to complete defined assignments.

*Working knowledge* - The span of knowledge necessary to independently complete defined assignments to produce an effort or activity directed toward the production or accomplishments of the work objectives.

*Full knowledge* - The broad scope of knowledge on the job that is beyond journey competencies.

**Planning and Organizing Work**

Ability to develop plans to accomplish work operations and objectives. Ability to arrange and assign work to use resources efficiently. Ability to develop strategic plans, organizational structures, and systems to fulfill legislative or mission driven organizational goals.

Contributing	Journey	Advanced
<p>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.</p> <p>Ability to serve as liaison between agency officials and outside training resources in scheduling specific training sessions.</p>	<p>Ability to plan and set broad objectives for multiple training programs and serve as a resource to other Training Specialists.</p> <p>Ability to lead/supervise subordinate training specialists and/or local area consultants in planning and coordinating training courses.</p> <p>Ability to meet and work with members of various state advisory committees in determining training needs.</p> <p>Ability to plan, coordinate and monitor outside training resources for multiple training programs.</p>	<p>Ability to perform advanced strategic planning to ensure overall staff development program, organizational structures, and systems fulfill legislative or mission driven organizational goals.</p> <p>Ability to identify resources and manage the utilization of the most cost effective and efficient application of resources.</p> <p>Ability to direct, coordinate and supervise work of subordinate training staff.</p>

**V. MINIMUM TRAINING & EXPERIENCE**

Bachelor’s degree; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

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