E-learning Developer

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
E-LEARNING DEVELOPER I	1790	B21	$54,278 - $87,046
E-LEARNING DEVELOPER II	1791	B23	$61,184 - $99,658
E-LEARNING DEVELOPER III	1792	B25	$69,572 - $114,099

GENERAL DESCRIPTION

Performs instructional development and training work, designing, developing, delivering, and maintaining e-learning curricula and instructional technology through collaboration with subject matter experts.

DISTINGUISHING CHARACTERISTICS

The E-learning Developer job classification series is intended for positions that design, develop, deploy, and deliver computer-based and interactive e-learning curricula and training modules. These employees also provide guidance to agency staff and collaborate with subject matter experts in the development and use of e-learning methodologies for course design. In contrast, the Training and Development Specialist job classification series is intended for positions that coordinate and perform training; and develop new curricula and modify existing training programs and/or curricula.

EXAMPLES OF WORK PERFORMED

Designs, develops, and delivers blended classroom and online training courses, as well as customized instructional materials using a variety of tools and applications, including audio, video, animation, narrated presentations, podcasts, webcasts, simulations, and virtual learning environments.

Designs and develops easy to use e-learning tools with intuitive interfaces.

Plans course outlines and identifies appropriate instructional methods.

Conducts ongoing assessment and maintenance of e-learning curricula; recommends and implements improvements when necessary to improve learning outcomes and to ensure materials are current.

Develops methods for assessing and evaluating training effectiveness, including review and revision of learning assessment and quiz questions.

Researches e-learning training methods and trends and collaborates with subject matter experts to develop and apply appropriate designs and to ensure that e-learning content requirements are implemented.

Provides consultation and technical assistance to agency staff on specialized training initiatives and resolves training issues.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between levels include the include the degree of independence in performing the work; the scope of responsibility, oversight, and authority; the type, nature, complexity, scope, and impact of the work performed or project assigned; and the employee's related experience, education, and certifications*

Employees at the journey-level may independently perform the full range of work identified above or may assist others in that work. Any senior-level employee (levels II-III) may serve in a lead or supervisory role. Senior-level employees may perform the full range of work identified in the levels preceding their own, and/or may coordinate or oversee that work for others.

E-LEARNING DEVELOPER I: Performs complex (journey-level) instructional development and training work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

E-LEARNING DEVELOPER II: Performs highly complex (senior-level) instructional development and training work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level provide guidance to others and may:

- Review drafts of e-learning course structures, text, video scripts, and visuals.
- Identify e-learning training needs for target audience(s).
- Establish e-learning curricula schedules and coordinate training classes.
- Analyze training content to ensure compliance with all state and federal laws regarding accessibility, recommend changes to make content accessible, and remediate accessibility issues.
- Participate in the selection, evaluation, and oversight of e-learning contracts such as content creation, interactive learning methods, and platforms.

E-LEARNING DEVELOPER III: Performs advanced (senior-level) instructional development and training work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Oversee the development of teaching methods and outlines, training aids, and text materials
- Develop assessment tracks, research and analyze trends regarding e-learning effectiveness, and make modifications as appropriate.
- Establish e-learning curricula schedules, provide guidance to staff in the development and integration of new methods and procedures; and incorporate critical feedback.

- Collaborate with subject matter experts for training content design, development, and planning.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of training and development procedures and techniques, learning design models and principles, instructional design principles and techniques, e-learning tools and learning management systems, programing languages, and curriculum design.

- Skill in using a computer and applicable software and in designing graphics and instructional content.

- Ability to formulate learning objectives, to apply instructional design principles, to develop training objectives, to evaluate the effectiveness of training, to assess training needs, to troubleshoot technical issues, and to communicate effectively.

Additional for E-learning Developer II – III levels

- Ability to oversee and/or supervise the work of others.