Training and Development Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
TRAINING AND DEVELOPMENT SPECIALIST I	1781	B15	$38,976 - $58,045
TRAINING AND DEVELOPMENT SPECIALIST II	1782	B17	$42,976 - $64,469
TRAINING AND DEVELOPMENT SPECIALIST III	1783	B19	$48,244 - $76,028
TRAINING AND DEVELOPMENT SPECIALIST IV	1784	B21	$54,278 - $87,046
TRAINING AND DEVELOPMENT SPECIALIST V	1785	B23	$61,184 - $99,658
TRAINING AND DEVELOPMENT SPECIALIST VI	1786	B25	$69,572 - $114,099

GENERAL DESCRIPTION

Performs training and development work organizing and conducting training sessions, using a variety of training methods.

DISTINGUISHING CHARACTERISTICS

The Training and Development Specialist job classification series is intended for positions that coordinate and perform training and development work, typically in a classroom or online setting. In contrast, 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 the majority of the time.

EXAMPLES OF WORK PERFORMED

Delivers training in a classroom, distance learning environment, or, occasionally, in an e-learning environment.

Organizes and prepares materials and supplies for training courses such as notebooks, handouts, flip-charts, projectors, or laptops.

Sets up and arranges training room to support the learning objective.

Enters data into a training database.

Maintains training records and training calendars, including course rosters and records of participation.

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 VI may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between entry and journey levels include the degree of independence in performing the work; the complexity or type of training being conducted; the scope of responsibility; and the employee's related work experience, education, and certifications. Other factors may include the type, nature, scope, and impact of the assigned training responsibilities.*

Employees at the journey levels (levels II and III) may independently perform the full range of work identified in the levels preceding their own and may assist others in performing work of greater complexity.

TRAINING AND DEVELOPMENT SPECIALIST I: Performs entry-level training and development work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience, may spend the majority of their time performing simple to routine work following standard procedures, and may assist other staff in performing work of greater complexity.

TRAINING AND DEVELOPMENT SPECIALIST II: Performs routine (journey-level) training and development work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard and may also assist other staff in performing work of greater complexity. Employees may:

- Participate in planning and developing specialized training, staff development, and continuing education programs, and occasionally customized and technology-based training.
- Research, develop, review, and assess training programs and materials, and recommend modifications as appropriate.

TRAINING AND DEVELOPMENT SPECIALIST III: Performs complex (journey-level) training and development work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at previous levels and may routinely assist other staff in performing work of greater complexity. Employees may:

- Develop curricula, course outlines, instructional methods, training aids, manuals, and other instructional materials and products.
- Coordinate training events by determining and securing date, time, location, facilitator, and number of participants; and maintain training schedules.
- Serve as a professional resource for employees and managers regarding training programs and promote the use of training services.
- Collect data to help evaluate and analyze training needs and training effectiveness.
- Analyze training content for accessibility; and recommend changes to make content accessible and remediate accessibility issues.

- Prepare articles for in-house publications.

Note: *Senior-level employees (levels IV-VI) may serve in a lead or supervisory role; however, supervisory responsibilities within this job classification series will typically be found at level V or VI, depending on the structure and size of the supervised workgroup.*

Senior-level employees may perform the full range of work identified in the levels preceding their own and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the nature, complexity, scope, and impact of the training work performed; the size of the training department or program; and the employee's related work experience, education, and certifications.

TRAINING AND DEVELOPMENT SPECIALIST IV: Performs highly complex (senior-level) training and development work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Plan, design, and develop methods for the assessment and evaluation of training effectiveness.
- Develop policies and procedures for training programs.
- Facilitate workshops and meetings.
- Participate in the planning and developing of specialized training and staff development.
- Participate in solving training problems and ensuring the effective use of modern training methods and techniques.
- Promote the use of training services.
- Compile data and prepare reports.
- Prepare budgets for training programs.
- Analyze training content for accessibility and recommend changes to remediate accessibility issues.
- Manage routine to complex contracts for training services.

TRAINING AND DEVELOPMENT SPECIALIST V: Performs advanced (senior-level) training and development work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Review and implement training programs, policies, and procedures.
- Perform training needs assessments to guide training interventions and course development.
- Evaluate, recommend, and plan supplemental training programs with private employers and state or federal agencies.
- Design and review course and instructor evaluations for use in enhancing training programs.

TRAINING AND DEVELOPMENT SPECIALIST VI: Performs highly advanced (senior-level) training and development work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may commonly oversee and lead the implementation of training programs and may:

- Identify long-range training goals and recommend programs to achieve goals, including the development of an annual training plan.
- Select vendors to conduct training and manage a variety of contracts for training services, including contracts of high complexity.

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 management and learning content management systems; and group processes, group dynamics, and interpersonal relations.
- Skill in oral and written communication, in instructing others, and in using a computer and applicable software.
- Ability to communicate effectively.

Additional for Training and Development Specialist II-VI levels

- Knowledge of instructional and curriculum design.
- Ability to formulate learning objectives, to develop training objectives, to assess the effectiveness of training, and to assess training needs.

Additional for Training and Development Specialist IV-VI levels

- Skill in facilitating workshops.
- Ability to provide guidance and/or supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.