

**Training and Development Assistant**

Salary Group: B11

Class Code: 1780

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
<b>TRAINING AND DEVELOPMENT ASSISTANT</b>	<b>1780</b>	<b>B11</b>	<b>\$26,332 - \$41,355</b>
TRAINING AND DEVELOPMENT SPECIALIST I	1781	B13	\$29,439 - \$46,388
TRAINING AND DEVELOPMENT SPECIALIST II	1782	B15	\$32,976 - \$52,045
TRAINING AND DEVELOPMENT SPECIALIST III	1783	B17	\$36,976 - \$58,399
TRAINING AND DEVELOPMENT SPECIALIST IV	1784	B19	\$42,244 - \$68,960
TRAINING AND DEVELOPMENT SPECIALIST V	1785	B21	\$48,278 - \$78,953
TRAINING AND DEVELOPMENT SPECIALIST VI	1786	B23	\$55,184 - \$90,393

**GENERAL DESCRIPTION**

Performs training assistance work. Work involves assisting with administrative and coordination duties related to training programs. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

**DISTINGUISHING CHARACTERISTICS**

The Training and Development Specialist job classification series is intended for positions that coordinate and perform training and development programs. Employees typically develop new programs and modifies existing programs. 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. Employees also provide guidance to agency staff and collaborate with subject matter expertise in the development and use of e-Learning methodologies for course design.

**EXAMPLES OF WORK PERFORMED**

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

Enters data into a training database.

Maintains training equipment and records.

Assists in compiling reports on training programs.

Assists in scheduling and registration for training courses and conferences, and in preparing and updating course rosters.

May coordinate and maintain a schedule for training presentations.

May assist with maintaining training records and calendars including completing records of participation.

May assist in preparing articles for in-house publications.

May assist in delivering training in a classroom, distance learning, or occasionally in an e-learning environment.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in training assistance work. Graduation from a standard senior high school or equivalent supplemented by coursework in human resources management, organizational development, or education is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of training procedures and techniques.

Skill in instructing others and using a computer and applicable software.

Ability to communicate effectively.