

**Training and Development Specialist I**

Salary Group: B13

Class Code: 1781

| <u>CLASS TITLE</u>                           | <u>CLASS CODE</u> | <u>SALARY GROUP</u> | <u>SALARY RANGE</u>        |
|--|-------------------|---------------------|----------------------------|
| TRAINING AND DEVELOPMENT ASSISTANT           | 1780              | B11                 | \$26,332 - \$41,355        |
| <b>TRAINING AND DEVELOPMENT SPECIALIST I</b> | <b>1781</b>       | <b>B13</b>          | <b>\$29,439 - \$46,388</b> |
| 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 entry-level training and development work. Work involves assisting in organizing and conducting training sessions using a variety of training methods. 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 records and calendars including completing records of participation.

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

Assists in identifying training needs and in compiling reports on training programs.

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

Assists in monitoring the effectiveness of training programs.

Assists in analyzing training content for accessibility; and may recommend changes to make content accessible and remediate accessibility issues.

May assist in planning course outlines; and identifying appropriate instructional methods and developing training aids, manuals, and other materials, including customized and technology-based training.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in training and development work. Graduation from an accredited four-year college or university with major coursework in human resources, organizational development, education, or a related field is generally preferred. Experience and education may be substituted for one another.

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

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, instructing others, and using a computer and applicable software.

Ability to communicate effectively.