



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

## GENERAL DESCRIPTION

Performs entry-level training 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.

## 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 training calendars including completing records of participation.

Assists in delivering training in a classroom, distance learning, or 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; 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 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 procedures and techniques; of learning management and learning content management systems; and of 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.