



Training Specialist II

Salary Group: B15

Class Code: 1782

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
TRAINING ASSISTANT	1780	B11	\$26,332 - \$41,355
TRAINING SPECIALIST I	1781	B13	\$29,439 - \$46,388
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 routine (journey-level) training work. Work involves planning, organizing and conducting educational and training sessions using a variety of training methods. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

Participates in planning and developing specialized training, staff development, continuing education programs, and customized and technology-based training.

Coordinates training events by determining and securing date, time, location, facilitator, and number of participants; maintains training schedules.

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

Researches, develops, reviews, and assesses training programs and materials, and recommends modifications as appropriate.

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

Assists in developing curricula and course outlines, selecting instructional methods, and developing training aids, manuals, and other instructional materials and products.

Assists in formulating learning objectives, and planning, designing, and developing methods for the assessment and evaluation of training effectiveness.

May prepare articles for in-house publications.

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; of group processes, group dynamics, and interpersonal relations; and of instructional and curriculum design.

Skill in oral and written communication, in instructing others, and in using a computer and applicable software.

Ability to formulate learning objectives, to develop training objectives, to assess the effectiveness of training, to assess training needs, and to communicate effectively.