



Training and Development 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 AND DEVELOPMENT ASSISTANT	1780	B11	\$26,332 - \$41,355
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 routine (journey-level) training and development 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.

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

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

Participates in planning and developing specialized training, staff development, and continuing education programs.

Coordinates training events by determining and securing date, time, location, facilitator, and number of participants; and 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 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; group processes, group dynamics, and interpersonal relations; and instructional and curriculum design.

Skill in oral and written communication; instructing others, and; 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.