



# Training Specialist III

Salary Group: B17

Class Code: 1783

<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
<b>TRAINING SPECIALIST III</b>	<b>1783</b>	<b>B17</b>	<b>\$36,976 - \$58,399</b>
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 complex (journey-level) training work. Work involves coordinating, organizing, assessing, and conducting training sessions using a variety of training methods. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

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

Develops curricula, course outlines, instructional methods, training aids, manuals, and other instructional materials and products.

Serves as a professional resource for employees and managers regarding training programs and promotes the use of training services.

Evaluates and analyzes training needs and training effectiveness.

Establishes training schedule and coordinates training classes.

Formulates and develops plans, procedures, and programs to meet specific training needs.

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

Analyzes training content for accessibility; and recommends changes to make content accessible and remediates accessibility issues.

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

Assists with preparing articles for in-house publications.

Assists in compiling data and preparing reports.

Assists in formulating policies and procedures for training programs.

Assists in solving training problems and ensuring the effective use of modern training methods and techniques.

May assist in the management of contracts for training services.

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.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require registration, certification, or licensure in a specialty area.