



Training and Development Specialist IV

Salary Group: B19
Class Code: 1784

<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 highly complex (senior-level) training and development work. Work involves coordinating, developing, evaluating, and conducting training sessions using a variety of training methods. May serve as team lead providing guidance to others. Works under limited supervision, with moderate latitude in 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

Develops, conducts, and coordinates training in a classroom, distance learning, or occasionally in an 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 effectiveness.

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

Formulates learning objectives; plans, designs, and develops methods for the assessment and evaluation of training effectiveness.

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

Formulates policies and procedures for training programs.

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

Participates in solving training problems and ensuring the effective use of modern training methods and techniques; and promotes the use of training services.

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

Compiles data and prepares reports.

May facilitate workshops and meetings.

May manage contracts for training services.

May assist in preparing budgets for training programs.

May assist in evaluating, recommending, or planning supplemental training programs with private employers and state or federal agencies.

May serve as team lead providing guidance to others.

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 design and curriculum development.

Skill in oral and written communication; instructing others; facilitating workshops; 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, to communicate effectively, and to serve as team lead providing guidance to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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