



Training 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 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 highly complex (senior-level) training 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.

EXAMPLES OF WORK PERFORMED

Develops, conducts, and coordinates training in a classroom, distance learning, or e-learning environment; facilitates workshops and meetings.

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

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, continuing education programs, and customized and technology-based training.

Participates in solving training problems and ensuring the effective use of modern training methods and techniques; 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 prepare budgets for training programs.

May facilitate workshops and meetings.

May manage contracts for training services.

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 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 design and curriculum development.

Skill in oral and written communication, in instructing others, in facilitating workshops, 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, 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.