



Training Specialist V

Salary Group: B21

Class Code: 1785

<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 advanced (senior-level) training work. Work involves analyzing training needs, coordinating and conducting training sessions using a variety of training methods, and developing and evaluating training programs. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, develops, reviews, revises, and implements training programs, policies, and procedures; promotes the use of training services.

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

Develops and/or oversees others who develop curricula, course outlines, instructional methods, training aids, manuals, and other instructional materials and products.

Designs and reviews course evaluations and instructor evaluations for enhancement to training programs.

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

Performs training needs assessments to determine training interventions and course development.

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

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

Compiles data and prepares reports.

Assists in the preparation of budgets for training programs.

May identify long-range training goals.

May evaluate, recommend, and plan supplemental training programs with private employers and state or federal agencies.

May supervise the work of 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 evaluate the effectiveness of training, to assess training needs, to communicate effectively, and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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