

**Training and Development 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 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 advanced (senior-level) training and development 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.

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

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

Conducts training in a classroom, distance learning, or occasionally in an e-Learning environment; and 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, and continuing education programs.

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.

Manages contracts for training services.

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 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 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.