

**Training and Development Specialist VI**

Salary Group: B23

Class Code: 1786

| <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 advanced and/or supervisory (senior-level) training and development work. Work involves overseeing and/or 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 minimal supervision, with extensive 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

Oversees and/or plans, develops, reviews, revises, and implements training programs, policies, and procedures; and promotes the use of training services.

Oversees and/or conducts training in a classroom, distance learning, or occasionally in an e-Learning environment; and facilitates workshops and meetings.

Oversees and/or develops curricula, course outlines, instructional methods, training aids, manuals, and other instructional materials and products.

Oversees and/or participates in the planning and developing of specialized training, staff development, and continuing education programs.

Oversees and/or compiles data and writes reports.

Performs training needs assessments to determine training interventions and course development and recommends corrective action to management.

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

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

Identifies long-range training goals and recommends programs to achieve goals, including the development of an annual training plan.

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

Prepares budgets for training programs.

Evaluates, recommends, and plans supplemental training programs with private employers and state or federal agencies.

May select vendors to conduct training and manage contracts for training services.

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.