

DESCRIPTION: Under general supervision, researches, develops and presents adult learning programs for employees and agency clients. Training requires expertise in conducting research, formulating and developing material into a training module or modifying existing training programs, utilizing adult training techniques and presenting curriculum to agency staff and/or the public. Incumbents are responsible to assess needs, identify objectives and develop training materials and courses to meet those needs; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the second level in the five level Training series (Training Instructor, Training Specialist I, Training Specialist II, Coordinator, and Training and Development Manager). While the Training Instructor class is responsible to present training of a routine and recurring nature, the Training Specialist I class is distinguished from that level by the responsibility to perform the full scope of training activities which include researching and identifying training needs, developing training objectives, developing and delivering original training and curriculum, developing training materials, and evaluating the effectiveness of training programs. The Training Specialist II class is distinguished from the Training Specialist I class by the complexity (nature of content, length of training session which indicates increased complexity, content which includes frequently changing regulations or statutes, need to frequently and substantially modify material based on audience) and breadth (variety of audiences, development of new approaches required) of training programs and content assigned.

EXAMPLES OF WORK: (A position may not be assigned all of the duties listed, nor do the listed examples include all of the duties that may be assigned.)

Provides adult learning opportunities for a wide variety of subject areas which customarily require certification as an instructor or classes relate to high risk/ high cost/ significant potential liability or adverse consequences/health care.

Researches and develops new adult learning courses to meet identified agency objectives.

Modifies existing course curriculums based on changes in legislation, federal regulations, agency regulations, court decisions, practice changes, regulatory/accreditation standards or program assessment.

Conducts formal assessments to both a) determine effectiveness of presented learning opportunities to develop and implement changes to course curriculum, delivery, material, etc. and b) identify agency program or operational needs to be addressed by developing new learning programs.

Assesses individual student participation, behavior, learning achievement and competency demonstration to determine the need for mentoring, adjustment of learning format, remedial training, discipline or recommendation that student be removed from class or training academy.

Coordinates with Ad Hoc and/or contract trainers for the delivery of courses and monitoring of performance.

Trains other agency employees to present courses similar to those presented by a Training Instructor.

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Assesses competencies of employees/ students prior to class to determine which courses or segments of courses must be attended.

Provides required certification to trainees/students upon demonstration of required skills and competencies.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: learning theories and techniques utilized in the field of adult instruction, training principles, methods and materials utilized.

Ability to: conduct formal program assessments to determine agency/client training needs and develop learning opportunities to address identified needs; assess trainee/student learning achievement and competency demonstration and develop related individual learning/mentoring programs; evaluate effectiveness of individual training courses and to initiate or recommend course changes based on evaluation; present training courses or information operate audio-visual equipment and computer equipment to present training or instruction; establish and maintain effective working relationships including rapport with audience

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

One year of experience and/or training in planning and presenting information and/or education to others through formal training, workshops, seminars, or other instructional venues and experience developing training programs or curriculum; Bachelor's degree education, human resources, organizational communication, training and development or related field may be substituted for experience.

SPECIAL NOTES:

Some positions may require certification and/or licensure in a specific area of instruction.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).