DESCRIPTION: Under limited supervision, is responsible for coordination of a training/employee development program at a agency, large facility, or large agency division which involves assessment and evaluation of training programs, consultation with management to develop training program goals, plans and programs, presentation of training classes and marketing of training services; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:
This is the fourth level in the five level Training series (Training Instructor, Training Specialist I, Training Specialist II, Coordinator, and Training and Development Manager). This class differs from the lower levels by the primary function to coordinate an entire training/employee development program at an agency, large facility or large agency division, which distinguishes this class from the Training Specialist I and II levels which are responsible to perform the full scope of training activities such as conducting research, formulating and developing material into a training program/curriculum or modifying existing training programs, utilizing adult training techniques to present curriculum to agency staff and/or the public with varying degrees of complexity and breadth. The Training Coordinator class may or may not supervise other staff. The Training and Development Manager class is distinguished from this class by the responsibility of a larger training/employee development program in an academy setting which is agency and state-wide in nature and is for accreditation or certification purposes.

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

Coordinates the training and employee development program for an agency, large agency division, or large facility; assesses and evaluates training programs, consults with management to develop adult learning program goals, plans and programs and marketing of training services. Responsible for presentation of various classes or employee learning episodes.

Coordinates with management/ program officials to assess achievement of desired program outcomes and impact of major agency initiatives to determine and implement learning opportunity program revisions.

Utilizes advanced instructional developmental skills (such as distance learning or computer based training), alternative learning methodology (such as self study modules), new approaches, methods or techniques.

Meets with key facility/division managers to develop and review training needs and objectives, organize and lead developmental committees and task forces and develop formal developmental plan for an agency, division or large facility. Responsible to coordinate the assessment, planning, implementation and evaluation of an agency, division or large facility educational activities and to ensure compliance with associated regulations, standards or accreditations.

Consults with staff, supervisors, administration and external customers to determine staff training needs based on work unit/department performance deficiency or directed program change.

May supervise subordinate staff.

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

Knowledge of: adult training and development, principles and practices of employee developmental programs, program management, curriculum development, training evaluation techniques and multimedia instruction performance assessment and analysis processes; learning theories and techniques utilized in the field of adult instruction.

Ability to: coordinate people and projects to meet time and cost objectives, supervise staff, conduct formal program assessments to determine agency/client training needs and develop learning opportunities to address identified needs; assess 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; effectively 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; facilitate group processes

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

Five or more years of experience planning, developing, conducting and evaluating training/employee development/educational program/courses and experience leading or coordinating a staff development program; Bachelor's degree in education, human resources, organizational communication, training and development, or a related field can be substituted for experience on a year for year basis.

SPECIAL NOTES:

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).

Previous specific experience in related field and/or professional license or certification may be required.