

Click one of these links to see the Job Description for that class:

Training Specialist
Training Coordinator
Training Manager

Training Series

A11011 – V11013

DESCRIPTION OF OCCUPATIONAL WORK

Positions in the Training Series manage, advise, design, develop or provide educational or training services through formal classroom education or informal training sessions. This class series includes three levels where work assignments are elevated from instructional and presentational activities to developmental and evaluative activities. Positions at all levels must understand and apply adult learning principles in dynamic learning environments and evaluate training outcomes to meet agency workforce objectives and goals. Job factors used in classifying positions to levels within this series include the scope of training activities performed, the complexity and breadth of the curriculum or training programs assigned, the evaluation measures used to determine competency and the degree of supervisory and administrative responsibilities allocated to the position.

Training Specialist

A11011

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

Under immediate to general supervision, positions at this level are assigned routine and recurring training activities in support of agency, program, or administrative operations. Duties are relative to the application of general to advanced instructional skills, learning approaches, methods, or techniques. Assignments may be broad in nature and include comprehensive reviews of literature, statutes, rules and/or policies. The use of initiative and independent judgment is confined to program topics or the specific body of work assigned.

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

Utilizes best practices to provide adult learning opportunities for a wide variety of subject areas which customarily require certification as an instructor or whose classes relate to significant potential liability or adverse consequences for the agency. Serves as professional resource for employees and managers regarding classes/programs taught. May train other agency employees to present courses similar to those presented.

Researches, develops, and schedules new adult learning courses to meet identified agency objectives. Plans and delivers interactive and engaging coursework materials and training in a classroom, web-based or e-learning environment.

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 training assessments to determine effectiveness of presented learning opportunities and to identify agency program or operational needs to be addressed by developing new learning programs.

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

Coordinates with ad hoc and/or contract trainers/instructors for the delivery of courses and monitoring of performance.

Manages logistics associated with hosting a learning event (room, tables, chairs, equipment).

Consults and communicates with supervisors, managers and administrators concerning agency training, programmatic or service needs. Assesses competencies of employees/students to determine courses or segments of training which must be attended.

Generates reports and provides required certification to trainees/students upon demonstration of required skills and competencies.

Maintains inventory of educational materials, supplies and equipment.

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

Knowledge of: learning theories, concepts, methods, and techniques utilized in the field of adult instruction; training principles, methods, and materials utilized; employee coaching and counseling techniques.

Skill in: researching topics for curricula development and training; presenting educational materials in a classroom setting or e-learning framework; creating rapport with students/teaching group.

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 the effectiveness of individual training courses and initiate or recommend course changes based on evaluation; operate audio-visual and computer equipment to present training or instruction; establish and maintain effective working relationships with trainees, supervisors and agency administrators.

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

Two years' experience and/or training in planning and presenting information and/or education to others through formal training, workshops, seminars, or other instructional venues including experience developing training programs or curriculum. Associates degree in education, human resources, organization communication, training and development or related field may be substituted for experience.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

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Training Coordinator

A11012

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

Under limited supervision, performs the full scope of training activities and programmatic structure design for a small agency, or large facility/division. Work encompasses conducting extensive research, formulating a training curriculum or program series, and coordinating a complete training/development program. Duties are indicative of a higher complexity in nature of training content, including expansiveness of subject material, frequently evolving content, and technical difficulty of instruction and evaluation.

Assignments require a significant degree of interface with management and administrative staff to identify, develop and coordinate curriculum and align with strategic planning initiatives. Work is frequently consultative in nature and involves selecting the most appropriate venue for training delivery with the potential for a wide array of settings and personnel with special needs. Incumbents demonstrate initiative and independent judgment in program curriculum design, development, revision, delivery, evaluation, scheduling, and venue.

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

Researches, develops, and presents highly complex adult learning opportunities involving multiple factors such as interpretation and application of complex federal/state regulations/legislation, critical thinking skills, rapidly changing environment, and other complicating factors.

Collaborates and coordinates development, presentation, and evaluation of training with management/program officials to assess achievement of strategic program outcomes and impact of major Agency initiatives.

Utilizes advanced instructional development skills (such as distance learning or computer-based training), alternative learning methodology (such as self-study modules), interactive learning approaches, methods, or techniques. Obtains trainee and supervisor feedback on learning outcomes and productivity measures.

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. Coordinates training and performance assessment, planning, implementation, testing and evaluation of educational activities 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. Develops competency-based assessments to determine trainee proficiency and potential success.

May supervise subordinate clerical and/or training staff.

Tracks program costs, provides budget costing, and justifies expenditures; maintains inventory of training materials, supplies and equipment.

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

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

Skill in: researching topics for curricula development and training; presenting educational materials in a classroom setting or e-learning framework; creating rapport with students/teaching group; evaluating training goal attainment and long-term impact.

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 trainee/student learning achievement and competency demonstration and develop related individual learning/mentoring programs; evaluate the effectiveness of individual training courses and initiate or recommend course changes based on evaluation; effectively present training courses or information; operate audio-visual and computer equipment to present training or instruction; establish and maintain effective working relationships with trainees, supervisors and agency administrators.

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

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

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

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Training Manager

V11013

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

Under administrative direction, manages a comprehensive agency-wide or larger training and employee development program, which involves planning, directing, implementing, and evaluating an agency's training and employee development function or state government-wide program, establishing and monitoring goals and performance standards for employee/client training and staff/career development programs, supervising training and employee development staff, and managing assigned training operations and facilities.

Training is provided and managed in an established training academy setting, and/or for localities or outside entities for accreditation or certification purposes, and/or for State government system-wide, multiple agency comprehensive employee and leadership training and development program. Work emphasizes strategic partnership and collaboration with agencies, researching and developing best practices, and managing the technologies and technical personnel required to develop, manage, and deliver training.

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

Plans and directs implementation of an agency or a system-wide, multiple agency training and development program through organizational and workforce needs analyses, management consultations, and program evaluations; develops specific program initiatives and resources to address multiple and diverse needs.

Consults with management/agency leadership to develop training and development programs to alleviate employee and organizational performance deficiencies, to implement new agency or system-wide initiatives, and to facilitate implementation of new governmental legislation or regulations, improved job efficiency, and enhanced supervisory and managerial skills.

Establishes and monitors goals and performance standards achievement for training and employee development program; determines and institutes appropriate program changes; prepares program activity and performance reports; optimizes training processes for efficiency.

Determines staffing, material, and technology needs, and develops and administers the training and development budget. Prepares and submits federal training grant or other funding resource proposals.

Develops and administers the program's annual training and development plan in accord with management/agency leadership expectations and established goals and performance standards.

Selects and supervises assigned training and employee development staff and designated instructors and trains them in the principles and techniques of adult education.

Negotiates, administers, and evaluates contracts for the delivery of training services by consultants and other educational organizations and for the use of instructional facilities and multi-media systems.

Researches, develops, and designs new training courses and employee development programs utilizing a variety of media and resources; may instruct course content for these programs as a backup instructor.

Develops and implements innovative marketing techniques for assigned training and employee development programs; promotes use of on-line instructional coursework and automated business processes.

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

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

Skill in: evaluating the effectiveness of individual training courses and initiating or recommending course changes based on the evaluation.

Ability to: conduct formal program assessments to determine agency, workforce, and individual training needs and develop learning opportunities to address these needs; assess learning achievement and competency demonstration; develop individual and comprehensive learning-development programs; present training courses or information; understand and apply existing training directives; operate audio-visual and other presentation equipment and computer software and hardware to present training and instruction; communicate with others in person and by electronic means and correspondence; establish rapport and maintain work relationships with others; facilitate group processes; market training and development programs; develop and manage training budgets and prepare training grant and other revenue generating proposals; develop strategic plans; supervise the work of assigned staff.

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 years' experience planning, developing, conducting, and evaluating programs or courses related to training, employee development, or education, and experience leading or coordinating staff training and development programs. Bachelor's degree or other post high school coursework in education, human resources, organizational communication, training and development, or a related field may substitute for the required experience on a year-for-year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

Specific positions may require prior experience in a field related to the employing agency, and/or may require a professional license or certification.

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).

Established: 07/01/2021

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date