

Staff Development Specialist

Job Code	Job Title	Pay Grade
4225A6	Staff Development Specialist I	26
4226A6	Staff Development Specialist II	29

CONCEPT:

Design, develop, and/or conduct employee training and/or organizational development programs and activities in order to enhance and build the capacity of an agency, and the state's workforce, and to ensure compliance with applicable federal and state laws.

TASKS:

- Presents human resource program and organization development related information, using a variety of instructional techniques and formats such as role playing, simulations, team exercises, group discussions, videos and lectures, web-based applications, computer-based training, interactive video.
- Organizes and develops, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials.
- Schedules classes based on availability of classrooms, equipment, and instructors.
- Organizes and develops, or obtains, training procedure manuals and guides and course materials such as handouts and visual materials.
- Offers specific training programs to help workers maintain or improve job skills.
- Monitors, evaluates and records training activities and program effectiveness.
- Coordinates recruitment and placement of training program participants.
- Evaluates training materials prepared by instructors, such as outlines, text, and handouts.
- Conducts orientation sessions and arrange on-the-job training for new hires.
- Evaluates instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- Develops testing and evaluation procedures.
- Conducts or arranges for ongoing technical training and personal development classes for staff members.
- Confers with management and conduct surveys to identify training needs based on projected production processes, changes, and other factors.
- Develops and organizes training manuals, multimedia visual aids, and other educational materials.
- Plans, develops, and provides training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops.
- Analyzes training needs to develop new training programs or modify and improve existing programs.
- Reviews and evaluates training and apprenticeship programs for compliance with government standards.
- Trains instructors and supervisors in techniques and skills for training and dealing with employees.
- Plans develops evaluates improves and communicates programs, policies, procedures, and/or methods and techniques for overall or designated agency programs.
- Administers organization and employee development, and staff and organization performance management systems programs.
- Advises managers on organizational policy matters and recommend needed changes.
- Confers with agency management and staff and conducts surveys to identify agency/organization and/or workforce management needs and develop recommended course of action.
- Keeps up with developments in area of expertise by participating in activities such as reading current journals, books and magazine and Internet articles, attending meetings, conferences.

LEVELS OF WORK

- Class Group consists of two classes.

Staff Development Specialist I - Primary responsibility is developing and conducting training with limited responsibility for implementing training programs designed to maintain and enhance the organization's ability to achieve its mission.

Minimum Requirements: Two years of experience in developing and delivering training materials and presentations. Education may be substituted for experience as determined relevant by the agency.

Staff Development Specialist II - Overseeing and conducting training programs for employees or the public and/or supervising a unit of staff development specialists. Work involves developing, modify, and implementing training programs statewide or for state agency personnel. Work includes determining staff development needs; researching, evaluating and directing the implementation of training programs; and recruiting the services of instructors to provide training in specialized areas.

Minimum Requirements: Four years of experience in developing and delivering training materials and presentations. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13