

## Staff Development Specialist

Job Code	Job Title	Pay Grade
4225A6	Staff Development Specialist I	29
4226A6	Staff Development Specialist II	32

### 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

REV: 6/23

REV: 6/24