



TRAINING AND DEVELOPMENT SPECIALIST 1

1338

GENERAL DESCRIPTION OF CLASS

The TRAINING AND DEVELOPMENT SPECIALIST 1 delivers pre-designed training and instructional courses to State employees and community partners and develops the educational tools necessary to accomplish training objectives. Work includes planning and providing group instruction, lectures, demonstrations, and workshops to inform and improve program effectiveness. Employees also design simple training classes based on clearly defined guidelines.

DISTINGUISHING FEATURES

This is the first of a two-level classification series. Employees at this level either work in a developmental or training capacity in preparation for advancement to the next higher class, or they may work independently to complete routine and standardized training assignments. Employees follow clear but varied procedures with specific guidelines. Changing work conditions require judgment to select which among many methods and techniques to follow. Answers to work questions are readily available and tend to follow a pattern.

The lack of responsibility for organizational development, organizational training needs assessment, or comprehensive program evaluation and design distinguish this class from the higher level.

Training and development activities are the primary focus of positions assigned to this class. Training and development activities that are incidental or part of other professional duties should be assigned to a classification series related to the occupational specialty of the job. (e.g., engineering, child safety, law enforcement techniques)

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Instructional Planning And Delivery

Assist in developing complex instructional training objectives. Design simple or participate with higher-level specialists to design complex training materials, handouts, lesson plans and audiovisual presentation materials. Assist in the development and maintenance of training curriculum. Adapt pre-designed training to meet instructional objectives. Deliver training to State employees or community partners. Coach and give constructive comments and advice to trainees on skill performance. Conduct workshops on the job or provide work-site training for employees, community partners, and other governmental jurisdictions. Plan scheduling of training courses and arrange for training rooms and equipment. Improve instructional materials, lesson plans, handouts, or demonstrations.

Deliver training designed or approved by regulatory and accreditation agencies. Prepare materials based on clearly defined regulatory guidelines. Write basic curriculum training objectives or program training. Assist in the design of job training and core skill-building programs.

2. Training Evaluation

Evaluate trainee achievement of learning objectives. Evaluate curriculum for improvements, or determine whether there is a need for new training. Based on evaluation, improve training materials or delivery methods. Analyze results of training. Evaluate training effectiveness by monitoring job performance or soliciting input from managers on employee training-related job performance. Prepare reports on the effectiveness of training efforts.

RELATIONSHIPS WITH OTHERS

The Training and Development Specialist 1 has contact with staff members, agency administration, managers and outside training resources to discuss, coordinate, and gather information specific to training and training requirements. Depending on program needs, the contact can occur by phone, in person, or in writing.

SUPERVISION RECEIVED

The Training and Development Specialist 1 works under the regular supervision of a higher-level specialist or supervisor who reviews work in progress to advise and give direction on work methods and priorities. When questions arise, a higher-level specialist or supervisor provides guidance. Employees follow agency policies, procedures, or training guidelines to complete work assignments. As expertise develops, program responsibility is increased.

KNOWLEDGE AND SKILLS (KS)

Basic knowledge of:

Audiovisual techniques and skill in their use in training applications.
Policies and practices involved in human resources functions.
Principles and practices of adult learning.
Current training and development trends and resources.
Instructional methods and training techniques.

Skill to:

Operate a desktop computer and software applications to create documents, reports and visual instructional materials.
Use logic and analysis to identify the strengths and weaknesses of different approaches.
Collect and analyze technical data and write standard reports.
Facilitate training sessions.
Evaluate effectiveness of training techniques.
Use a variety of interview and research techniques to design instructional materials.
Maintain harmonious working relationships with various levels of agency staff.
Read and understand information and ideas presented in writing.
Communicate information and ideas clearly verbally and in writing based on the needs of the audience.
Motivate, develop and direct people.

Some positions may require:

Basic knowledge of a specific State program or function.
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NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 01/02

Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division