



TRAINING AND DEVELOPMENT SPECIALIST 2

1339

GENERAL DESCRIPTION OF CLASS

The TRAINING AND DEVELOPMENT SPECIALIST 2 designs, delivers and evaluates complex training and development projects that facilitate group processes or instructs and informs State employees and community partners. Employees plan, design and implement instructional strategies to develop program goals, objectives and action plans. Some positions of this class deliver organizational development services by creating and bringing into effect strategies to improve organizational effectiveness.

DISTINGUISHING FEATURES

This is the second and journey-level of a two level series. Employees of this class plan and design complex training to help the organization achieve its strategic goals. Employees work under a broad framework of adult learning, organizational development and human behavior principles. At this level, employees evaluate and assess organizational development needs, and design and bring into effect organizational change strategies.

The responsibility for organizational development, organizational training needs assessment, or comprehensive program evaluation and design distinguish this class from the lower 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. Training Needs Assessment

Assess individual program or organizational development needs based on strategic organizational goals. Assess training requirements to plan appropriate solutions to improve program effectiveness. Research training and development trends and design training curricula to achieve desired results. Develop needs assessment instruments. Develop evaluation instruments to measure participant learning or changes in work behavior. Formulate and update training and development policies or procedures.

2. Training Design

Write training course objectives, lesson plans, and course materials. Collaborate with subject matter experts to design course curricula. Write instructional manuals for participants and trainers. Design and implement training that includes defining objectives, selecting methods, designing training evaluations, and monitoring program performance. Work with procurement specialists to develop contract specifications or requests for proposals to obtain vendor trainers. Provide technical assistance and consultation to agency staff, managers, and program customers.

3. Organizational Development

Collaborate with others to identify issues, generate alternatives, and develop solutions. Facilitate quality improvement projects. Advise management on methods to bring change into effect, and recommend strategies to improve work systems. Design processes for and facilitates problem-solving meetings. Facilitate strategic planning sessions. Advise managers on developing performance measures to obtain strategic objectives. Identify barriers to effective organizational change. Recommend strategies to bring into effect organizational change or improve systems. Design and assist management in executing organizational change strategies. Facilitate quality improvement projects.

4. Training Program Administration

Participate and consult with procurement specialists to advertise and select contract trainers. Administer training contracts for vendor training and monitor contractors work quality. Market training or development services to employees and program customers. Coordinate arrangements for training facilities and equipment. Monitor training costs to verify costs do not exceed set budget amount. Maintain records and write reports to monitor and evaluate training activities and program effectiveness. Instruct or present information to all levels of State employees and to program customers. Facilitate meetings and conduct training.

RELATIONSHIPS WITH OTHERS

The Training and Development Specialist 2 has daily contact by phone, in person and electronic mail with staff members, agency administrators, and managers, to discuss training programs, assess training needs and answer questions or concerns. Employees occasionally contact vendors to solicit and coordinate contracted training.

SUPERVISION RECEIVED

Employees at this level work with minimum supervision, conferring with a supervisor on unusual matters. Assignments are broad in nature, usually requiring originality, and inductive reasoning to design solutions and work products. Employees use independence in their actions or decisions based on organizational goals and direction. Employees apply broad guidelines to their work and develop new techniques or methods of achieving organizational change.

KNOWLEDGE AND SKILLS (KS)**Extensive knowledge of:**

Principles and practices of adult learning and human behavior.
Current training and development trends and resources.
Instructional methods and training techniques, including curriculum design, learning theory, group and individual techniques.
Organizational development and implementation strategies.
Testing and evaluation procedures.

General knowledge of:

Policies and practices involved in human resource functions.
Strategies and techniques to bring about organizational change.

Skill to:

Operate a desktop computer and software applications to create documents, reports and visual instructional materials.
Assess individual, program or organizational development needs, establish objectives and specify the strategies and actions to achieve these objectives.
Research training development trends and design curricula to achieve desired results.
Interpret rules, policies, and goals and communicate them to others.
Evaluate and monitor effectiveness of training techniques.
Provide group leadership to assist organizations to achieve strategic goals.
Apply group processes as they relate to training or informational process situations.
Establish and maintain effective working relationships with other employees, consultants and training vendors.
Design training course objectives, lesson plans and course materials.
Communicate information and ideas clearly in speaking and in writing.
Read and understand information and ideas presented in writing.
Motivate, develop and direct people.

Some positions may require the following:

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 1/02

Revised

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