

TRAINING AND DEVELOPMENT SPECIALIST

Job Family Definition

The Training and Development Specialist classification series is a member of the Human Resources Job Family. There are two classifications in this series, Training and Development Specialist 1 and 2.

Training and Development Specialists create, present and evaluate training and development projects for Oregon State employees and community partners. Employees assess training or development needs and integrate those with organizational plans to improve a State agency's performance and effectiveness.

Training and Development Specialists help develop employee skills and knowledge by formulating instructional plans, methods and materials, or managing contracts and selecting vendors who develop or present training. They assess design, present, follow up and evaluate training and development that can be applied to many job settings such as interpersonal communication skills, diversity and cultural awareness, computer, leadership and customer service skills. They also design training and instruct employees on program specific job skills, give refresher training to help employees update and build their skills, and give information about program procedural or technological changes.

Some positions design and give instruction to customers of State programs. Training may include information about a specific program's services, procedures, issues, regulations, or technologies.

In addition to the above, Training and Development Specialists need to be proficient in these areas:

- Training and Development trends and resources
- Return-on-Investment
- Adult Learning Theory
- Group process
- Interpersonal communication
- Interviewing
- Facilitation
- Systems Theory
- Change Management

Staffing Patterns

Training and Development Specialists who work in employee development may work in a team with other Human Resource professionals such as Human Resources Analysts and Safety Specialists, or with other Training and Development Specialists as part of an employee development unit.

Some Training and Development Specialists are members of program operational units and develop and present job-skill training for employees, or develop and present training to customers of State programs.

Factors affecting the distinctions between levels include:

- Complexity of development planning and design activities
- Complexity of evaluation activities
- Oversight of contracted instructors
- Designing and bringing into effect organizational change strategies

- Scope of training responsibilities

Exceptions

Training and development activities are the primary focus of this classification series. Employees working in these classifications are hired for their knowledge and skills in the occupational category of organizational training and development.

The classification series does not include the work of positions that train employees as part of or incidental to other professional duties. It does not include other human resources generalist work such as the Human Resources Analyst classes that do employee training as part of other job duties. These classes do not include positions that train people in topics related to their area of occupational expertise, e.g. safety procedures, or unit work processes and procedures.

Replaces the classes:

- Training Specialist
- Agency Program Trainer
- Various positions in Program Representative 1 – 2, Program Technician 1 –2 and Personnel Officer 2 – 3
- Specific training classes related to a particular subject matter or State program.