

TRAINING & DEVELOPMENT SPECIALIST 1

KIND OF WORK

Entry level professional employee development work.

NATURE AND PURPOSE

An employee in this class performs entry level professional training duties as a member of a centralized departmental training unit under immediate supervision by higher level Employee Development or personnel staff. In an institution or smaller agency, the employee may coordinate a specific training program of limited scope such as in the area of direct patient care or staff relationships with inmates. Responsibility also extends to recommending the development or coordination of specific training programs, assisting and determining training priorities and in some cases actually providing instructional services to employees of the department or institute. Following exposure to several facets of the departmental or institutional training function and satisfactory service of at least one year's duration and the gaining of general expertise in training activities, the employee may be advanced within his own position to the class Employee Development Specialist 2.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists in higher level training or personnel managers in the coordination of agency training programs.

Conducts surveys of employees in order to determine training needs.

Assists with the implementation of programs and workshops by obtaining speakers.

Compiles information and data on training programs and analyzes this information in order to measure success of specific training programs.

Assists as assigned in the preparation of training courses.

Conducts employee orientation programs and sessions.

Provides department staff with information on training activities.

Prepares correspondence and other written materials related to training activities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of the modern principles of employee and staff development.

Some knowledge of current developments and of available literature in the training field.

Some knowledge of general governmental functions and organizations.

Ability to:

Ability to learn basic technical phases of the employee development and training process under guidance.

Ability to present ideas effectively either orally or in writing.

Ability to establish and maintain effective working relationships with other employees.

TYPICALLY ATTAINED THROUGH

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with major coursework in industrial relations, psychology, education or related field.

No previous experience is generally presented by candidates for entry into this class.

Est.: 7/27/73
Ckd.: 8/92

T.C.: 4/9/13
Former Title(s): Employee Dev Spec 1