

TRAINING & DEVELOPMENT SPECIALIST 2

KIND OF WORK

Intermediate level professional employee development work.

NATURE AND PURPOSE

An employee in this class, under general supervision under the direction of an Employee Development Specialist 3 or Manager, or higher level personnel manager, performs employee development duties, utilizing the application of knowledge and techniques obtained in the areas of determining training needs, development of training programs, and coordination of outside resources. At this level, the employee is expected to independently apply specific departmental or institutional objectives in relation to given work assignments. In smaller state agencies, an employee may be accountable for the coordination of training and development programs of a limited scope.

The employee may perform tasks at the level of the employee development specialist. When this is the case, the employee will only receive supervision in the form of general guidance rather than direct supervision from higher level training personnel. Promotional opportunities to the class Employee Development Specialist 3 would involve assumption of responsibility within the level described for that class.

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 employee development or personnel managers in the coordination of agency training programs.

Implements a specific phase of a total agency training program which is designed for a specific segment of the clientele served.

Obtains and evaluates outside instructors for specific training programs or workshops.

Assesses the success of training programs within the organization and recommends possible solutions where problem areas exist to higher level training or personnel managers.

Assists, as assigned, in the preparation of training courses in a wide variety of training areas.

Provides department staff in the information on training activities and advises line supervisors on techniques of employee development.

Prepares correspondence and other written materials related to training activities.

Coordinates a training program of limited scope in a smaller institution agency.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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

Working 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 effective working relationships with other employees.

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

T.C.: 4/9/13
Former Title(s): Employee Devel Spec 2