

Class Concept

Positions in this class provide comprehensive consultation to users in the areas of staff development and training, continuing education, management, and organizational development. Positions spend the largest amount of time in problem identification, solving, consultation, resource development, need assessment, establishment of priorities, and the development and implementation of an evaluation capability. Positions spend little time in an “up front” training role. Positions may supervise lower level staff development staff and may serve as the Staff Development Director in small to mid-size departments. Positions report to staff development departmental management.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of adult education training theories and the application of these in both principle and practice.
- Thorough knowledge of the management structures and their service through the system being served.
- Ability to collect data, assess needs and to provide alternatives to management and the individual employee.
- Ability to identify resources and to manage the utilization of the most cost effective and efficient application.
- Ability to work with all levels of the management structure.

Minimum Education and Experience

Master’s degree in a human service related field, such as Sociology, Psychology, Education, or Health Education; or a degree providing background in organizational analysis and management development, from an appropriately accredited institution with two years of experience in a progressive training role, which includes some administrative/coordinative duties in staff development, with two years being in the work area assigned, or a related program area; or

Bachelor’s degree in a human service related field, such as Sociology, Psychology, Education, or Health Education; or a degree providing background in organizational analysis and management development, from an appropriately accredited institution and four years of experience in a progressive training role, which includes some administrative/coordinative duties in staff development, with two years being in the work area assigned, or a related program area; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.