

Class Concept

This is professional and consultative work in performing a variety of services to meet organizational and program training and development needs. Work involves considerable independence in the preparation and development of training programs, plans, and materials; identifying training and development objectives; providing classroom and/or clinical instruction in assigned areas/programs; and evaluation/revision of programs as needed. Positions provide training and organizational development support in lead functions and/or independent, moderately complex organization/program setting for department-wide program, for an entire staff development and training program within a division of an agency, or as assistant director for staff development in a hospital, division, institution, or department. Positions may report to staff development or departmental management, or a Facility Director. Positions may be responsible for developing, implementing, and maintaining external training programs for users of various statewide systems, and may serve as administrators of the statewide learning management system. Positions may serve on an executive leadership team or chair committees at smaller agencies or facilities and may lead or directly supervise Staff Development Specialist I positions and/or administrative staff.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of techniques and methods of conducting formal and informal training programs.
- Considerable knowledge of theory, practices, and principles of human behavior.
- Ability to formulate ideas and communicate them effectively to a wide range of audiences and situations.
- Ability to interpret and administer federal and State guidelines and apply them to individual programs.
- Demonstrated skill in organizing training events, assessing needs, evaluating sessions, planning, executing, and adapting training to meet organizational needs.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and three years of training development experience in a progressive training or teaching role; 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.