

## STAFF DEVELOPMENT SPECIALIST I

Positions in this class perform a variety of services to meet organizational and program training needs. Work involves preparation of teaching plans and materials, identifying objectives, providing classroom and/or clinical instruction in assigned areas. The employee may also coordinate, schedule, and evaluate training events under supervision of other instructors.

### I. DIFFICULTY OF WORK:

Variety and Scope - Assignments are limited to a specific program or subject area. Subject matter usually involves a definable objective type of skill such as entry level training curriculum for Health Care Technicians or Medications Technicians.

Intricacy - The employee develops a specific course of instruction in accordance with training needs, assists in needs assessment, coordinates resources, evaluates training and documents progress of participants. A significant amount of time is utilized as an up-front trainer.

Subject Matter Complexity - Work requires a good understanding of training principles and techniques and the program area of assignment.

Guidelines - Training manuals, policies and procedures, and standards on specific training requirements are applied in developing programs. The employee receives general instructions from the supervisor on a given assignment.

### II. RESPONSIBILITY:

Nature of Instructions - Work is performed independently, within the parameters agreed upon with the supervisor. The employee receives instructions on new assignments in verbal or written form.

Nature of Review - The employee has periodic conferences with the supervisor to discuss work plans and progress. Work is reviewed through evaluations of the training conducted.

Scope of Decisions - Work directly affects employees participating in training and programs in assigned areas.

Consequence of Decisions - The quality of training provided by the employee could have significant impact on certification of employees in required training.

### III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Employee has contact with staff at levels through middle management within the organization, and with potential providers of training resources as technical institutes and community colleges.

Nature and Purpose - To provide training, schedule individual participants, discuss progress of participants with their supervisors, to obtain audio-visual aids and training resource material, or to obtain the services of an outside instructor to deliver a block of instruction.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is typically performed in-an office or classroom setting. May occasionally have direct contact with patients in demonstration of techniques for caring for patients.

Hazards - Infrequent contacts with patients of a mental hospital or resident of a mental retardation center may pose a threat or expose the employee to a contagious disease.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Considerable knowledge of principles and techniques of training. Considerable knowledge of capabilities and uses of audiovisual aids and other training tools and resources. Ability to organize and coordinate training activities; to evaluate student learning; and to maintain accurate records. Ability to communicate effectively, both orally and in written form. Ability to work effectively with others and use sound judgment in applying policies, procedures, and training principles.

Minimum Education and Experience - Graduation from a four-year college or university and two years of experience in a human service program, counseling; training, or in an administrative support role in a staff development and training office; or graduation from high school and five years of progressively responsible experience directly related to training in the subject or specialty area; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.