

TRAINING AND DEVELOPMENT SPECIALIST SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
4693	Training and Development Specialist I	03	630	6 mo.	08/01/08	Rev.
4694	Training and Development Specialist II	03	630	12 mo.	08/01/08	Rev.

Promotional Line: 306

Series Narrative

Training and Development Specialists are professionals responsible for administering, evaluating developing, and implementing training seminars, workshops, and programs. They counsel employees concerning career and skill development and may provide consulting services to professional, academic, administrative, and civil service personnel on organizational development and management. Employees in this series are specialists in the training and development area. Employees may receive additional training in other areas to assist with additional human resource duties.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Training and Development Specialist I **4693**

Employees in positions allocated to this level of the series are professionals performing training and development activities for campus supervisors, managers, and staff to improve efficiency, effectiveness, and productivity of campus employees. They work under general supervision from higher level training and development professionals or other designated administrators.

A Training and Development Specialist I typically –

1. recommends, plans, and implements training seminars and workshops for campus administrators and supervisors and evaluates program effectiveness
2. evaluates training needs of employees and departments
3. researches, writes, and develops instructional materials for career, staff, and supervisory workshops and seminars
4. provides instruction in management and supervisory skills in workshops and conducts follow-up sessions (such as reunions, support groups, and individual counseling)
5. conducts diagnostic interviews and assessments of employee needs and provides related counseling services
6. recommends the development and implementation of training and development policies and procedures
7. counsels supervisors and employees on policies and rules
8. researches, writes, or edits articles for publications and other related documents
9. initiates and maintains contact with other institutions, schools, and professional organizations for resource material references or training techniques
10. supervises and trains lower level professionals, paraprofessionals, and other staff

11. performs other related duties as assigned

Level II: Training and Development Specialist II**4694**

Employees at this level of the series are professionals responsible for supervising the training and development staff. They coordinate and develop supervisory, administrative, and/or staff training and development programs and provide consulting and/or counseling services. They also plan and provide materials for publication. They work under administrative supervision from higher level administrators.

A Training and Development Specialist II typically –

1. supervises professional, paraprofessional, and clerical staff either directly or through subordinate supervisors: plans, assigns, and reviews work activities, counsels subordinates, evaluates job performance, and approves or recommends personnel actions
2. provides consulting services, training, and organizational development interventions regarding appropriate actions to resolve or improve management and personnel issues (such as organizational development and quality of work life)
3. conducts needs analyses for organizational development interventions; designs and conducts intervention programs
4. supervises and assists in developing and conducting supervisory and management development programs for employees
5. establishes and implements training and development goals and objectives, policies, programs, and procedures
6. supervises and approves subjects and programs for presentation or incorporation into existing programs; supervises the evaluation of related programs
7. supervises and assists in conducting survey/audits and assessing campus needs for program development
8. administers budgets, reports, publications, and records pertaining to training and development programs
9. counsels staff in career path development
10. develops and supervises learner/trainee/apprentice programs
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Training and Development Specialist I****4693**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following, totaling four years (48 months), from the categories below:
 - a. credit for college training leading to a major or concentration in education or other fields related to training and development such as human resource administration or business administration or closely related fields
 - 30 semester hours equals 12 months
 - 60 semester hours equals 24 months
 - 90 semester hours equals 36 months
 - 120 semester hours or a Bachelor's Degree equals 48 months
 - b. credit for college training leading to a major or concentration in fields other than those previously listed
 - Bachelor's Degree equals 3 years (36 months)
 - Master's Degree equals 4 years (48 months)
 - c. work experience as a human resource or training professional
2. Two years of professional work experience in the training and development profession¹

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of educational terminology, theory, and methodology
2. reading and writing skills for all levels of information dissemination
3. ability to conceptualize, define, design, and construct training programs and course material
4. ability to communicate effectively

¹A Master's degree in education or other fields closely related to training and development (such as human resource administration or business administration) or a Master's degree with a concentration in these fields may be substituted for one year of such experience.

Level II: Training and Development Specialist II**4694**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following, totaling four years (48 months), from the categories below:
 - a. credit for college training leading to a major or concentration in education or other fields related to training and development such as human resource administration or business administration or closely related fields
 - 30 semester hours equals 12 months
 - 60 semester hours equals 24 months
 - 90 semester hours equals 36 months
 - 120 semester hours or a Bachelor's Degree equals 48 months
 - b. credit for college training leading to a major or concentration in fields other than those previously listed
 - Bachelor's Degree equals 3 years (36 months)
 - Master's Degree equals 4 years (48 months)
 - c. work experience as a human resource or training professional
2. Four years of professional work experience in the training and development profession comparable to those listed for the Training and Development Specialist I²

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. in-depth knowledge of educational terminology, theory, and methodology
2. proficiency in working with operations managers, staff, and the public in the area of training and development
3. proficiency in writing and editing reports and other materials in the training and development area
4. ability to supervise subordinate employees
5. ability to organize work operations in the training and development area and coordinate them with other organizational units
6. ability to review and formulate/revise policies and procedures in the training and development area

²A Master's degree in education or other fields closely related to training and development (such as human resource administration or business administration) or a Master's degree with a concentration in these fields may be substituted for one year of such experience. (The Master's degree may be substituted for experience only once, however, in satisfying the requirements of this class; i.e., the degree cannot be used to satisfy both credential requirements 1 and 2.)