

STAFF DEVELOPMENT SPECIALIST**Nature of Work**

Under general supervision, performs full-performance level work in planning, organizing, coordinating and/or conducting both specialized and general training programs. Performs related work as required.

Distinguishing Characteristics

Work at this level involves responsibility for various basic training programs of both technical and non-technical content on an agency statewide basis. Preponderance of time is spent coordinating, scheduling, and developing training programs and/or conducting training sessions. Researches and assesses agency training needs and makes recommendations to senior staff development specialist or proper agency authority.

Examples of Work

Conducts needs assessments to determine agency training needs; develops assessment mechanism; gathers and consolidates assessment data; develops summaries of training needs and provides comments and recommendations.

Plans, coordinates and/or conducts training activities and programs for the agency.

Reviews and recommends or compiles and composes materials used in training activities and programs.

Participates in the planning and delivery of training and staff development provided via teleconferences and video productions.

Previews and evaluates training materials, and makes recommendations regarding value to agency.

Obtains facilities and equipment necessary for conducting training sessions.

Conducts training sessions in areas of expertise; develops course outlines and lesson plans.

Maintains necessary training documentation records.

Prepares training reports and evaluations.

Knowledge, Skills and Abilities

Knowledge of training course design and adult education methods and procedures.

Knowledge of group processes, communication techniques and public speaking.

Knowledge of evaluation systems and needs assessment techniques.

Knowledge of available training and staff development resources.

Ability to use audio-visual equipment and other current technologies applicable to training and staff development.

Ability to provide training on a variety of subjects, utilizing various training techniques.

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STAFF DEVELOPMENT SPECIALIST (contd)

Knowledge, Skills and Abilities (contd)

Ability to communicate effectively both orally and in writing.

Minimum Qualifications

TRAINING Graduation from an accredited four-year college or university with a major in education, communication, counseling, social work, business administration, industrial relations, or related fields.

EXPERIENCE Two years of full-time or equivalent part-time paid experience in teaching, training, or staff development.

SUBSTITUTION Masters degree from an accredited college or university in education, communications, counseling, social work, business administration, industrial relations, or related fields may be substituted for one year of experience.

Established: 12/1/91

Effective: 12/1/91