

**STAFF DEVELOPMENT SPECIALIST, SENIOR****Nature of Work**

Under general supervision, performs advanced training development work, coordinating the delivery of agency-specific training programs. Determines training needs; evaluates new and existing programs for effectiveness in meeting agency needs and modifies programs as necessary. Works with a broad range of subject-matter areas. Typically exercises wide latitude for deciding program structure and content. May supervise other Staff Development Specialists and support staff. Performs related work as required.

**Distinguishing Characteristics**

Work at this level involves major responsibility for complex training programs of both technical and non-technical content and on an agency statewide basis. Preponderance of time is spent in program administration, planning, design, evaluation, consultation and technical assistance. Fully responsible for internal training at all levels, and the coordination of agency-sponsored training provided by external organizations and experts. Duties may include supervision of other Staff Development Specialists and/or other support staff. Responsible for fiscal accountability and adherence to agency rules and regulations.

**Examples of Work**

Reviews 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 and coordinates 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 the purpose and general operation of agency programs and the flow of work within the organization.

**STAFF DEVELOPMENT SPECIALIST, SENIOR (contd)**

**Knowledge, Skills and Abilities (contd)**

- 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.
- Knowledge of audio-visual equipment and other current technologies applicable to training and staff development.
- Ability to supervise and direct staff.
- Ability to provide training on a variety of subjects, utilizing various training techniques.
- 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 Three 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: 4/16/92  
Effective: 6/1/92