

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Training Specialist

Class Code: 11332

Pay Grade: GH

A. Purpose:

Designs, develops, and presents training courses to ensure participant's learning needs are met.

B. Distinguishing Feature:

The Training Specialist develops or revises training courses, submits course materials to supervisor for approval, and presents courses to participants.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Develops and presents new training courses by analyzing and defining course objectives, researching subject matter, writing course objectives, selecting presentation methods and preparing or selecting course material to present accurate, relevant and timely training.
 - a. Designs and develops new courses by determining course format, objectives, timelines, presentation methods, lesson plans and evaluation methods.
 - b. Prepares and presents training courses using lecture, group discussion, small group exercises, audiovisual materials and other methods.
 - c. Develops, prepares, and maintains training materials, such as manuals, handouts, instructor guides and audiovisual aids.
 - d. Prepares video story boards and shot lists; tapes raw video footage and edits footage to create a training video. Does still photography.
2. Revises, updates, redesigns and presents existing training courses to promote participant learning and ensure those courses present accurate and relevant information to participants.
 - a. Creates and revises training manuals, course outlines and instructor guides.
 - b. Changes video story boards and shot lists; tapes raw footage and edits footage to create a training video. Does still photography.
3. Develops and conducts needs assessments, analyzes special requests to revise or adapt the training courses to the needs of the targeted population and develops course schedules.
 - a. Develops training plan or assigned area of the plan and submits for approval.
 - b. Provides technical advice or assistance to department staff, other agencies and the public.
 - c. Serves as liaison to state, federal and local governments and community groups for promoting and scheduling of training.
4. Recruits participants for courses; makes course arrangements; evaluates participant learning and administers tests to carry out the goals and objectives of the training plan.
 - a. Provides public education by making presentations to schools and local government/community groups.
 - b. Publishes training schedules and e-mails training reminders.
5. Previews and recommends purchase of materials; negotiates consultant contracts and compiles budgetary information to ensure efficient expenditure of funds.
 - a. Maintains audiovisual equipment and training facilities and/or arranges for repairs.
 - b. Prepares consultant contracts for consultant and approving authority signature.

6. Maintains training records and provides periodic and special reports to document the activities and evaluate the impact of training.
 - a. Compiles budgetary information and statistics on course attendance.
 - b. Maintains course rosters and course questionnaires in accordance with records management policy.
7. Maintains proficiency in training methods and subject matter; provides technical advice or assistance to department staff, other agencies or the public to ensure the credibility and enhance the professionalism of the training program.
 - a. Recruits, trains and evaluates performance of adjunct instructors.
 - b. Conducts train-the-trainer courses.
 - c. Evaluates course presentation made by others.
 - d. Ensures private industry and testing programs are in compliance with state and federal regulations.
8. Performs other work as required.

D. Reporting Relationships:

Typically, no subordinates report to this position. The incumbent may provide work direction or training to clerical support staff, adjunct instructors or consultants.

E. Challenges and Problems:

The incumbent is challenged to design, develop and present training courses that are relevant and enhance job skills and professional development for a wide range of participants. This is difficult because each course design and execution integrates varied educational methodologies including assessments, research, objectives, goals, audiovisual and written materials, instructional procedures and evaluations.

Typical problems faced by the incumbent include participants with differing levels of knowledge about the subject matter, motivating participants who are required to attend and may not be interested in the subject matter; limited funds available to update equipment and materials; rigorous travel schedules with limited time for course development or revisions; and equipment and facility failures.

F. Decision-making Authority:

Decisions made by the incumbent include determining which methods and materials to use in design and presentation of course information; purchasing materials; issuing licenses or certificates; determining which consultants to contract for training services, arranging for facilities and equipment for courses and making recommendations on special requests for courses,. Work is generated for this position by the training plan and special requests for training. The incumbent is free to modify presentations to fit specific situations. Decisions referred to a superior include approval of budget expenditures, assignment of topics, final approval of courses developed or revised, approval of consultant contracts and issuance of licenses or certificates.

G. Contact with Others:

The incumbent has daily contact with participants for course presentations, registration questions or evaluations of courses; weekly contact with commercial, federal, state and tribal

facility management to arrange training facilities or sites; and frequent contact with points-of-contact in federal agencies, on department staff, persons in other state agencies and tribal, county, and city officials to arrange or coordinate training services.

H. Working Conditions:

The incumbent works in a variety of teaching situations from standard classrooms to outside work sites, and travels extensively to present courses. The position involves lifting and carrying heavy and bulky audiovisual equipment and training materials off of and onto various types of vehicles and into and out of buildings and up and down stairs either day or night in various climatic conditions.

I. Knowledge, Skills and Abilities:

Knowledge of:

- principles, methods, and techniques of adult learning;
- the effective use of instructional media;
- teaching methods and principles;
- individual and group behavior;
- applicable computer and software use.

Ability to:

- organize and develop instructional material and present information and material in an interesting and challenging manner;
- organize and maintain records and appropriate documentation;
- apply applicable department policies during training;
- evaluate individual and/or group instructional needs;
- communicate sufficiently to teach adults;
- maintain proficiency in subject matter taught.

Licenses:

Possess or maintain necessary instructor certificates, as applicable, to present training.