

### TRAINING & DEVELOPMENT SPECIALIST 3

#### KIND OF WORK

Coordination of moderately complex in-service and pre-service employee development programs in an institution or state department.

#### NATURE AND PURPOSE

An employee in this class is responsible for implementing and coordinating an employee training and staff development program for employees of an institution or for an agency where the level and complexity of training programs is moderately complex. An employee in this class may also be assigned to a larger central training unit, and may under the supervision of a higher level employee development or personnel manager, be involved in specialized training programs designed for a portion of the total clientele of the agency or for a specialized program of training.

Responsibility extends to assessing training needs, developing training plans within the framework of a statewide comprehensive plan for both professional and non-professional personnel and evaluating the results of training in terms of improved performance, specialized training programs and activities. The employee will work closely with other departmental or institution program directors and personnel officers as well as the State Training Manager in relating training plans to the personnel needs of the organization. General direction is provided by the review of work in terms of results achieved. Promotional opportunities to the class Employee Development Manager would involve assumption of responsibility within the level described for that class.

Promotion to Employee Development Manager will be dependent upon assumption of responsibility commensurate with the level described for that class.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assesses institution or department employee development needs and priorities and recommends training goals for professional and non-professional staff.

Within an approved departmental plan, develops, makes available and coordinates agency-wide employee development programs.

Assists in the development of and participates in orientation programs for new personnel.

Maintains liaison with the State Training Manager, colleges and other educational and training institutions and community agencies relative to training.

Assists in the development of an agency training budget.

Assists management in evaluating manpower development needs and develops evaluation tools for assessing the effectiveness of training.

Adapts statewide policy and programs to his department's or institution needs.

Anticipates and notifies top management of potential management problems that might be alleviated through training.

Provides the department of institution staff with information on training, educational opportunities and on new trends and developments in the field.

Instructs, where appropriate, technical, supervisory or management training programs.

Coordinates an unemployment compensation or employment counseling and interviewing training programs of significant complexity.

Estimates the costs of training programs and makes recommendations as to priorities.

Explores possible sources of funds for in-service training from state, federal and private agencies and proposes utilization where feasible.

Compiles information on training programs and reports to management and the Civil Service Training Division.

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Considerable knowledge of the modern principles of employee and staff development.

Considerable knowledge of current developments and of available literature in the training field.

Working knowledge of the organization and function of the various departments and institutions operated by the state.

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Ability to:

Ability to establish and maintain effective working relationships with other departmental or institution personnel involved in the total employee development effort.

Ability to assess training needs and priorities.

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Ckd.: 8/92

T.C.: 4/9/13

Former Title(s): Employee Devel Spec 3