

TRAINING & DEVELOPMENT SPECIALIST 4

KIND OF WORK

Direction and coordination of all facets of a major departmental employee development program.

NATURE AND PURPOSE

An employee in this class is responsible for the overall coordination and implementation of a highly complex, total employee development program. Responsibility extends to approving or recommending approval to departmental management of all training programs within the agency as well as the determination of priorities for clerical, technical, supervisory, and managerial training programs. In addition, responsibility also extends to developing and working within a framework of a comprehensive employee development plan and evaluating the results of training in terms of improved performance.

Direction is received in the form of general policy guidelines from the Personnel Director or higher-level management within the department. This is the highest employee development class assigned to a line agency. Incumbents may aspire to a higher managerial class within a department or to the class Training and Development Manager which is assigned accountability for comprehensive training programs throughout the state service.

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

Designs and implements a comprehensive employee development plan which encompasses clerical, technical, supervisory, and managerial training.

Approves all training programs within the context of a total department training plan which includes institutions, districts or designated regions within the state.

Determines employee development needs and priorities in order to ensure a total training plan which meets department and employee development needs.

Directs a full-time employee development staff.

Prepares and administers a training budget.

Possesses final administrative authority for an educational stipend program for individual employees.

Explores and secures sources of funds for training from federal and state agencies.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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

Thorough knowledge of current developments and available developments in the training field.

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

Some knowledge of governmental accounting and budgeting practices.

Ability to:

Maintain effective working relationships with other departmental personnel involved in the total training effort.

Analyze training needs and to develop solutions in order to meet those needs.

Est.: 7/27/73

Rev.:

Ckd.: 11/91

T.C.: 12/3/74, 4/10/80, 2/16/82, 4/04/84, 4/9/13

Former Title(s): Employee Development Mgr

Employee Development Supv

Employee Development Supv 2

Employee Development

Specialist Sr.

Employee Devel Spec 4