

ORANGE COUNTY CLASS SPECIFICATION

TITLE: TRAINING SPECIALIST **GRADE:** 14

TITLE ABBREVIATION: TRAINING SPEC **TITLE NO.:** 6773

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: VARIOUS **DIVISION:** STAFF DEVELOPMENT

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and conducting training activities for employees in the department where assigned. The work is carried out in accordance with established policies and procedures and involves assessing and analyzing agency training needs, and preparing and presenting programs to meet these needs utilizing appropriate personnel, training methods and presentation formats. Work is performed under the general supervision with latitude for independent judgment in determining training requirements and program design. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Develops and conducts formalized in-service training programs in assigned areas;
2. Prepares and conducts orientation program for all newly appointed agency personnel;
3. Makes arrangements for physical facilities and equipment for training sessions;
4. Assists in the development, revision and installation of standardized or specialized training programs, outlines and materials for the agency;
5. Develops formalized training procedures;
6. Prepares evaluation reports on effectiveness of classroom training and makes recommendations for training program changes where indicated;
7. May make recommendations regarding the selection of employees to attend institutions, seminars, conferences, etc.;
8. May monitor for compliance with the agency Employee Development Plan within all assigned divisions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of principles, practices and techniques of developing, delivering and evaluating training programs; thorough knowledge of federal, state and local laws and programs in department where assigned; ability to plan, develop and prepare curricular and lesson plans; ability to utilize various methods of instruction; ability to teach employees with varying levels of ability; ability to write clear and accurate reports and records; ability to establish and maintain successful interpersonal relationships with people; creativity; good judgment; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree, and two (2) years of full-time paid experience as a teacher or planning, developing and instructing in-service training programs; OR
- (B) Completion of 60 credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and four (4) years of experience as described in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), (C) above.

NOTE: A Master's Degree in Social Work, Education Public/Business Administration or Health Care from a regionally accredited or New York State registered college or university may be substituted for one (1) year of the above required experience.

10/27/05