



Job Title	Training Specialist I, II, III	Job Code	OT0313, OT0315, OT0316
Pay Plan	A&P	Pay Grade	17, 18, 19
Union	Non-Union	FLSA Status	Exempt
Job Family	Other	Union Code	0
		Subfamily	Training

Job Family & Subfamily Summary

Other Professionals include miscellaneous areas.
Training Professionals teach a particular skill or type of behavior.

Job Summary

Responsible for the creation and implementation of a comprehensive training programs. Helps to ensure that staff are properly informed of systems, functions, and programs. The Training Specialist also makes sure that new hires are adequately trained, and the rest of the experienced staff are kept abreast of policy changes and updates.

Representative Duties

1.
 - Determines needs and learning styles of audience, develops curriculum
 - Prepares training manuals and materials, creates publications, and schedules training classes
 - Maps out training plans, designs and develops training programs (outsourced or in-house), including keeping whole staff abreast of training needs and changes
 - Trains experienced staff on new policies and changes and refreshes the staff on current policies and regulations
2.
 - Develops recorded and scripted videos, online classes, materials and assessments as applicable
 - Maintains a database to document training received by staff and provides Human Resources with training records
 - Monitors and evaluates training data as appropriate
3.
 - Chooses appropriate training methods per subject matter (simulations, mentoring, on the job training, professional development classes)
 - Conduct needs assessment and identify skills or knowledge gaps that need to be addressed
 - Facilitates training programs

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands
Level Addendum
<i>Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.</i>
Level I
<ul style="list-style-type: none"> • 0+ years of relevant work experience • Assists in needs assessments • Delivers pre-developed training programs/materials • Assists in training effectiveness evaluations and outcomes achievement
Level II
<ul style="list-style-type: none"> • 2+ years of relevant work experience • Performs needs assessments • Designs, develops, and delivers training programs/materials • Evaluates training effectiveness and outcomes achievement • Analyses and evaluates outside training resources/programs • May serve as a lead to less experienced training staff
Level III
<ul style="list-style-type: none"> • 4+ years of relevant work experience • Monitors practices and processes to ensure continued relevance and effectiveness • Serves as a lead on new initiatives and/or large training and development programs • May supervise other professionals or support staff

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.