

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73610
Job Class Code:	250	Salary Schedule:	AREG
EEO Category:	05	Grade:	16
Workers Comp Code:	9410		

Job Code Established:	09/29/69	Effective Date:	
Job Code Revised:	04/25/78	Effective Date:	

JOB CODE SERIES: Personnel Management Series

JOB CODE TITLE: TRAINING SPECIALIST

HRIS TITLE: TRNG SPCT

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for beginning level professional work assisting in the management of an agency's staff training and employee development program or for a public education program; and performs related work as required.

EXAMPLES OF DUTIES: Advises line and staff supervisors concerning identification of training needs and assists in developing and evaluating appropriate training programs; assists agencies, educational institutions and citizens groups in the design, development and presentation of special interest programs; writes, edits, reviews and revises orientation and basic job training workbooks, instructors' guides, training bulletins and aids; supervises maintenance of training records; maintains a training library and catalogue; circulates periodicals, articles and related training materials; acquires, uses, and maintains audiovisual equipment; assists in training research studies; prepares reports for administrative use; assists in development and use of outside training resources as may be found in colleges, universities, private businesses and other sources.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: administrative and management practices; public relations techniques; the principles of training; the nature of the learning process; the literature and trends in the area of training; training strategies and methods.

Skill/Ability to: plan, organize and coordinate training programs; establish and maintain effective working relations with individuals and groups; speak and write effectively.