

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73926
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	02	Grade:	18
Workers Comp Code:	9410		

Job Code Established:	01/01/94	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Welfare and Corrections Administration Series

JOB CODE TITLE: WELFARE STAFF DEVELOPMENT SPECIALIST I

HRIS TITLE: WELFARE STAFF DVMT SPCT I

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for work of average difficulty assisting in the planning, developing, and conducting of a statewide in-service training program in public welfare policies and programs for eligibility and payment workers; and performs related work as required.

EXAMPLES OF DUTIES: Assists in the planning, developing, and coordinating of in-service training of the staff providing eligibility and payment of determinations; conducts orientation and training sessions for eligibility and payment workers; evaluates training classes and submits written reports; develops and maintains training materials; provides consultative and guidance service to a supervisory staff pertaining to training problems in eligibility and payments determination; attends and participates in staff conferences and meetings.

KNOWLEDGE, ABILITY AND SKILLS:

Knowledge of basic principles of employee training; principles of learning; public welfare and eligibility rules and regulations.

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

SPECIAL SELECTION FACTORS:

Bachelor's degree from an accredited college or university, with a major or minor in the behavioral or social sciences or education, and two years experience as an eligibility worker in a public welfare agency; nine months of teaching or training experience may substitute for twelve months experience in eligibility work.