

## **CLASSIFIED TRAINING AND DEVELOPMENT SPECIALIST**

### **DEFINITION**

Under the direction of the Director of Staff Development, plans, develops, organizes and delivers a comprehensive staff development and training program for all levels of classified personnel.

### **EXAMPLES OF DUTIES**

Identifies training needs and, in consultation with departmental officials, establishes immediate and/or long-range training priorities for classified personnel, which could include managerial training and development. Plans, develops, organizes, and implements a comprehensive development and training plan including functional skills and technical knowledge training. Continuously evaluates relevancy and accuracy of curricula content and monitors the process and impact of training on learning and on-the-job performance. Establishes and maintains collaborative professional relationships with departmental personnel, including management, in order to plan training sessions. Responsible for client registration for workshops and training sessions; confirms attendance via confirmation letter or email. Maintains workshop registration/attendance records of employees in order to prepare reports and studies on training programs and activities; provides on-going evaluation of such programs. May supervise professional, technical and clerical staff as assigned. Performs related duties as required.

### **QUALIFICATIONS**

#### Knowledge of:

Principles and practices of training and development; coaching; methods and techniques;

Methods to identify training needs, reporting and evaluating results of needs assessments, and analyzing performance problems;

Principles, methods, techniques, and strategies of organizational planning, control, evaluation, and forecasting; modern data management, storage, and retrieval systems;

Federal and State laws;

Legal mandates, Board of Trustees policies, district regulations, and guidelines concerning classified training and development programs.

Effective communication and public and human relations strategies, methods, and techniques.

#### Ability to:

Identify training needs and plan, organize and coordinate training/mentor/coaching programs to meet those needs:

Apply basic evaluation techniques;

Work effectively with individuals, groups, and various units within the organization, including management, to carry out goals of the training function;

Ability to prepare both routine and analytical reports;

Ability to exercise judgment, makes decisions, establish professional contact, and organize time with minimal supervision.

#### Education:

Equivalent to completion of a baccalaureate or higher degree from an accredited college or university in public administration, personnel administration, industrial relations, or other closely related areas preferred.

#### Experience:

One year of experience in training and development in a corporate or public sector.

#### License Requirement:

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment:

Insurability by the district's liability insurance carrier.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; and use hands and fingers to handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

Approved: August 4, 2005