

C-XI
STAFF ANALYSIS OCCUPATIONAL
GROUP (253)

CODE NO. 12616

TRAINING DEVELOPMENT SPECIALIST TRAINEE

Duties and Responsibilities

Under supervision, with some latitude for independent judgment, receives training in and assists in professional work in developing, conducting and administering personnel training; performs related work.

Examples of Typical Tasks

Receives training in and assists in the following:

Conceiving, researching, developing and conducting training programs.

Researching and designing training or procedural manuals and designing and implementing systems for evaluating the effectiveness of these manuals.

Assessing the utility of training materials and other resources.

Assessing training needs through the conduct of surveys and interviews.

Conceiving, designing and implementing new curricula for individual training courses.

Analyzing training evaluation data and recommending course revisions based on these findings.

Conducting training courses for employees using a range of appropriate adult education approaches and methodologies.

Monitoring and tracking student performance; reviewing classwork and grading examinations and reports.

Qualification Requirements

1. For Appointment to Salary Step 1:
A baccalaureate degree from an accredited college.
2. For Advancement to Salary Step 2:
Completion of 1 year of satisfactory service at Step 1.

Direct Lines of Promotion

This is a trainee class of positions with a two year term and a three year probationary period. Upon satisfactory completion of two years of service and training, employees in this class of positions will mature without further examination to the title of Training Development Specialist (12618), subject to a one year probationary period in the title of Training Development Specialist.