

## TRAINING DEVELOPMENT SPECIALIST

### Duties and Responsibilities

This class of positions encompasses professional and supervisory work of varying degrees of difficulty and responsibility in the development, conduct and administration of personnel training. There are two assignment levels within this class of positions. All personnel perform related work, and, during the temporary absence of the supervisor, may perform their supervisor's duties. The following are typical assignments within this class of positions.

### Assignment Level I

Under supervision, with latitude for independent initiative and judgment, performs professional work of more than ordinary difficulty and responsibility in the development, conduct and administration of personnel training.

### Examples of Typical Tasks

Provides technical assistance to agencies in all aspects of training development.

Establishes and implements administrative systems and procedures for effectively selecting participants and instructors for training, for monitoring course curriculum and delivery and for tracking trainees' career and training development; designs and implements systems for training evaluation.

Conceives, researches, develops and conducts training programs.

Researches and designs training or procedural manuals; designs and implements systems for evaluating the effectiveness of these manuals.

Assesses the utility of training materials and other resources.

Assesses training needs through the design and conduct of surveys, interviews, etc; analyzes agency performance problems and develops training plans and programs for solving these problems.

Develops guidelines for in-house training operations in such areas as conducting needs assessment, curriculum development, objective setting, and evaluation.

Conceives, designs and implements new curricula for individual training courses.

Analyzes training evaluation data and recommends course revisions based upon these findings.

Conducts training courses for New York City managers and other employees using a range of appropriate adult education approaches and methodologies.

Trains agency trainers.

TRAINING DEVELOPMENT SPECIALIST (continued)

Assignment Level II

Under direction, with wide latitude for independent initiative and judgment, performs difficult professional work in the development, conduct and administration of personnel training. Includes performance of tasks described under Assignment Level I, and the following: Establishes budgets, sets standards, and tracks cost-effectiveness of training programs. Identifies criteria for and supervises evaluation of training proposals generated by the unions, local educational institutions, or prospective City training contractors, or of training programs delivered by these sources. Supervises professional staff engaged in developing, conducting and administering personnel training programs. Develops standards for selecting vendors and evaluating agency training contracts with outside vendors; conducts such evaluations. Solicits, awards and monitors training contracts between New York City agencies and private vendors and universities.

Qualification Requirements

1. A Master's degree from an accredited college in adult education, education, curriculum design or development, education research, educational psychology, educational technology, computer science, instructional media, industrial/organizational psychology, human resource management, public administration, training and development, social work, or counseling and one year of full-time satisfactory experience in formalized group training with an adult population; A) six months of this experience must have been acquired in the design and delivery of platform training, and B) six months of this experience must have been acquired in the performance of any combination of the following: conducting training needs assessment, designing or developing training curricula, negotiating and overseeing major training contracts, evaluating training curricula, administering training programs, or preparing and editing training materials; or
2. A baccalaureate degree from an accredited college and two years of full-time satisfactory professional experience in formalized group training with an adult population; at least six months of this experience must have been acquired as described in "1A" above and at least six months of this experience must have been acquired as described in "1B" above; or
3. A satisfactory combination of education and experience which is equivalent to "1" or "2" above. Graduate study in any of the fields listed under "1" may be substituted for up to one year of required experience (30 credits equal one year of experience). However, all candidates must have at least one year of experience as described in "1" above and a baccalaureate degree from an accredited college.

Direct Lines of Promotion

From: None

To: Administrative Staff Analyst (10026)