

Training Specialist I

DEFINITION

The primary function of this class is to analyze training requirements, develop training plans and materials, and if required effectively present training courses in a variety of occupational areas. The method of training delivery could be based on traditional classroom, seminars, computer-assisted (audio/video/multimedia) or self-administered presentations. Incumbents are required to maintain an awareness of technological developments within the training field and incorporate new methods in hardware/software in order to develop and maintain training programs.

Positions within this class work with either an immediate Supervisor or Program/Project Manager who assigns and reviews work based on the objectives of the training/educational plan. Work of this class is generated by training plans and/or specialized projects established by a Supervisor.

TYPICAL DUTIES *

Compiles and presents report detailing training proposals, training profiles, resource and cost requirements and expected learning outcomes based on the objectives provided.

Develop teaching materials for a variety of audiences including instructor's guide, trainee reference material, audio-visual and multi-media materials, job aids and tests.

Evaluates and recommends updates existing training applications and programs to ensure their suitability to existing conditions, along with the purchase of any materials required.

Act as a resource to immediate Supervisor or Program/Project Manager with respect to training materials, resource requirements.

Provide recommendations for curriculum work and type of delivery based on objectives and deliverables established by the Supervisor or Project Manager.

Consults with external contacts such as educational institutes or other government agencies to gather information or research other methods of course delivery.

Perform related work as required.

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KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of educational principles, techniques and practices.
- Knowledge of the principles and practices of research and analysis.
- Knowledge of computer software and/or hardware used for educational/training purposes.
- Ability to understand and execute oral and written instructions of an advanced nature.
- Ability to express ideas and concepts effectively, orally and in writing.
- Skill in presenting course information within a classroom setting.
- Skill in preparing and presenting recommendations for course curriculum material.

TRAINING AND EXPERIENCE REQUIREMENTS

- University Degree in Education, Communication or a discipline as required by area of specialization and a minimum of two (2) years related experience in curriculum development, program evaluation or related area of specialization.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	2138		3204	
Grade	019		021	
Last Updated:				
Previous Updates:				
Originated:	2008-11-01			