



TRAINING AND DEVELOPMENT SPECIALIST

Department: Human Resources

Job Code: 143600

Pay Range: Professional 07

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class. Classification descriptions are not intended to reflect all duties performed.

GENERAL FUNCTION: This is professional work in the area of organizational development and training. Under general supervision, persons assigned in this class use a considerable amount of independent judgment to plan, develop, conduct and coordinate employee and organizational development programs and training activities on a County-wide basis or on request by individual departments.

ESSENTIAL FUNCTIONS:

- Assess or assist in assessing training and organizational development needs; develop training programs including: propose training programs and delivery systems; develop project budgets; coordinate inter-departmental input.
- Design, conduct and coordinate training programs including: define objectives; design curricula; select training methods; design program evaluations; develop participant selection criteria; monitor training and project budgets; and assess program effectiveness.
- Ensure training sites/facilities are accessible to disabled persons.
- Evaluate proposals; recommend consultant selection; negotiate consultant contracts; and monitor contracts for compliance and results.
- Research and develop adult training programs and presents training programs to employees and employee groups.
- Write training promotional materials.
- Provide information, resources, materials and equipment to departments in support of their training programs as available; prepare reports and correspondence; participate in meetings; compiles data and conveys messages.
- Use a variety of computer programs in developing training programs and materials including developing program text and graphics.

OTHER JOB FUNCTIONS:

- May develop Requests for Proposals.
- Perform other related duties as assigned.

SUPERVISION EXERCISED AND RECEIVED: This job classification does not supervise other staff. Work is performed under the general direction of the Organizational Development Manager. Work may require gaining cooperation of a variety of departments in developing and providing cross-departmental programs. Performance is evaluated based on direct observation, client satisfaction, productivity, and results achieved.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. The work is performed in an office environment, classroom or conference room facility.

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PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. Physical demands include the ability to alternate between sitting and standing for extended periods of time (up to 8 hours); see, listen and speak for extended periods of time; and frequent walking. Other physical and mental demands include occasional balancing, stooping, kneeling, crawling, climbing stairs, pushing, pulling and lifting up to 35 pounds. Incumbents in this position must be able to reason, analyze and communicate effectively, both orally and in writing. Finger dexterity is required in order to use and operate a personal computer. Must be able to drive to various training sites and facilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- The principles and practices of organizational development and adult training.
- State and federal laws affecting or regulating training and providing for accessibility for disabled persons.
- Training consultants and resources.
- Practices, principles and methods of needs assessment.

Skill in:

- Reading, speaking and writing in English using correct grammar, syntax and expression.
- The use of personal computers using Excel, WordPerfect, desktop publishing, and PageMaker or related software products.
- Making effective presentations to adults and developing presentation graphics.
- Communication and interpersonal relationships.

Ability to:

- Determine needs and develop appropriate and effective training and development programs.
- Communicate effectively with a wide range of people from diverse cultural, educational and economic backgrounds and with varying abilities.
- Establish and maintain effective working relationships with department managers and employees.
- Coordinate, perform and complete multiple tasks concurrently and meet deadlines in a timely manner.
- Work as a member of a team.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.

MINIMUM REQUIREMENTS TO APPLY: Bachelors' degree in education, training and development, organizational development, human resources management, business or public administration, or a closely related field and three years experience designing, implementing, and presenting adult education courses. Other combinations of education, training and experience will be evaluated on an individual basis for comparability.