

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
TRAINING SPECIALIST 1

DEFINITION

Plans and conducts orientation and training for employees; acts as a training resource for management; counsels employees and supervisors on training opportunities; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Conducts orientation sessions, plans the agenda and arranges for the participation of department heads, supervisors and program specialists.

Identifies training needs; confers with employees and supervisors, conducts employee surveys, and reviews performance evaluations and accident reports.

Recommends training proposals, presents training plans with projected costs and human resource requirements.

Plans training sessions and outlines curriculum and specifies instructors and participants.

Conducts training in basic skills or primary elements of functional program fields.

Teaches training sessions or arranges for instruction.

Evaluates training and orientation sessions and monitors results through observation of on-the-job performance and consults with supervisors and survey participants.

Counsels employees and supervisors by informing them of educational opportunities and eligibility requirements.

Schedules training sessions and coordinates in-service training or orientation, outside workshops, seminars and conferences with supervisory personnel.

COMPETENCIES REQUIRED

Knowledge of instructional presentation in adult education, i.e., methods and techniques for classroom and on-the-job.

Knowledge of federal, state, and local safety regulations.

Knowledge of available education and training programs.

Knowledge of the conduct and use of surveys.

Knowledge of personnel rules and accreditation or statutory regulations governing agency operations.

Ability to acquire a working knowledge of agency organization and objectives.

Ability to identify and evaluate learning needs.

Ability to formulate tentative training plans and projects.

Ability to project training priorities, money and staffing requirements.

Ability to assess the effectiveness of training programs.

Ability to acquire knowledge of instructional presentation in adult education methods and techniques for classroom and on-the-job.

Skill in the use of audiovisual equipment.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university;

OR

a combination of education and experience to total four years, substituting experience equal to one year of full-time work in the following areas for each thirty semester hours of qualifying coursework:

- 1) Professional training, teaching, course development, facilitation or counseling experience in an educational setting;
- 2) Professional personnel administration including such areas as job analysis, performance appraisal, selection devices or labor relations;
- 3) Professional experience in a technical program area utilized by the employing agency;

OR

employees with current, continuous experience in the state executive branch equal to three years of full-time qualifying work.

NOTE

Designated positions in this job class will require applicants to obtain the required Chauffeurs License and specific endorsements within a period of time as determined by the appointing authority at the time of hire.

For certain positions the Military Division of the Iowa Department of Public Defense may require the completion of additional requirements within a reasonable period of time following appointment.

Effective Date: ____ 2/09 ____ SP