

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**TRAINING SPECIALIST 2**

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**DEFINITION**

Manages an educational program for an agency with field offices or an agency providing educational consultation and training for other public or private entities; or conducts a segment of a large, comprehensive statewide staff development program providing services for all executive branch departments; 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 a statewide educational program to inform and teach technical specialists in non-state agencies engaged in social service, civic or law enforcement functions through consultation and educational materials.

Assists a supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on appointments, promotions, performance and reassignments.

Identifies training and developmental needs to formulate educational programs; observes employee performance; obtains input from department heads and supervisors; reviews attendance records, performance evaluation and accident reports; and surveys employee attitudes and grievances.

Plans and develops seminars, workshops and short courses or other educational activities to meet identified educational needs; outlines curriculum; selects, writes and revises course materials such as handbooks, texts, test and visual aides; writes narrative and statistical reports on agency educational objectives and accomplishments.

Plans an orientation program to acquaint new employees with the agency; prepares an agenda, conducts sessions and obtains the participation of department heads, supervisors and agency program specialists.

Assesses training needs for employees of executive branch departments and utilizes results in the design and construction of courses, leadership seminars, classroom, automated and on-line training; ensures that training is meeting needs and objectives.

Conducts, or arranges for, classroom instruction to implement training; lectures and leads discussions or contacts program specialists to perform these functions.

Plans for outside training programs to meet anticipated employee educational and training needs; identifies technical specialty areas, resources and modes for training, money and manpower requirements.

Develops monetary resources to provide funding for new and expanded training and technical education programs; writes budget requests/justifications; researches and writes applications for funding.

Advises supervisors, management officials and employees of technical and non-technical training courses and staff development modes to encourage and channel employee or public education in agency programs and services.

Facilitates affiliations of students and interns from educational facilities for technical and professional work experiences within state institutions; coordinates student schedules on wards and services with department heads, supervisors and affiliating schools.

**COMPETENCIES REQUIRED**

Knowledge of agency's programs and services.

Knowledge of technical and professional occupational fields and subject matter of agency educational and training programs.

Knowledge of criteria and methodology for curriculum development and appraisal.

Knowledge of standards, rules and regulations governing agency operations.

Knowledge of fiscal planning and control.

Knowledge of classroom and on-the-job educational methods, procedures, and techniques.

Knowledge of current principles of effective supervision, including communication, human relations skills, work planning and organization.

Ability to communicate effectively with persons from all levels of learning and backgrounds.

Ability to plan, coordinate and evaluate training activities to meet training needs and priorities.

Ability to determine immediate and long-range training needs and priorities.

Ability to accurately and effectively interpret and relate training and education programs and policies to department operational programs services and policies.

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 and experience equal to three years full-time work in one or a combination of the following areas:

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

OR

a combination of education and experience to total seven years, substituting experience equal to one year of full-time qualifying work for each thirty semester hours of qualifying coursework;

OR

a combination of education and experience to total seven years, substituting thirty semester hours of graduate coursework for each year of qualifying experience;

OR

employees with current, continuous experience in the state executive branch that includes experience equal to twelve months of full time work as a Training Specialist 1;

OR

employees with current, continuous experience in the state executive branch that includes experience equal to six years' full-time qualifying work.

Effective Date: 11/14 KF