

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Training Specialist Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00763/80763/90763	Training Specialist 1
00768/90768	Training Specialist 2

Series Concept

Employees plan, develop, teach, coordinate, implement, and evaluate educational and staff development programs to assist employees to learn, upgrade, and develop their capabilities and competencies. Positions provide guidance, consultation, and staff assistance to management concerning education and employee development matters.

Exclusions

The following are excluded from classification within this series:

1. Positions conducting educational programs to assist institutional residents or program clients, which are classified in the Educator or Vocational Instructor Series.
2. Positions performing technical training and education duties in specialized areas requiring the knowledge of the profession/occupation are classified in that series (e.g., Human Resources Professional Series, Income Maintenance Worker Series, Information Technology Specialist Series, or Nurse Series).

Class Distinctions

Training Specialist 1

Positions function at a journey level with completion of an initial orientation or training period. Employees plan, develop, teach, coordinate, implement, and evaluate orientation, in-service training, and staff development education. This education may take the form of traditional classroom training or may be non-classroom developmental activities. They function in one of the following roles:

1. Positions assist in conducting a broad agency-wide training program. Employees provide assistance to department management in education and staff development matters. Positions are responsible for providing orientation and in-service training.
2. Positions perform staff development duties relating to supervision, management, and administration of work results and services in state government, and to the broad conduct of job performance in the environment and culture of State of Iowa employment. Employees provide assistance to all departments in education and staff development matters. They participate in extensive training to prepare them for management of a statewide educational program or a segment of a large, comprehensive statewide staff development program.

Training Specialist Series

Training Specialist 2

Positions perform one of the following educational and training functions:

1. Positions manage a statewide educational program in an agency with field offices or services to non-state entities (e.g., county or city). Employees act as the program manager responsible for educational activities which include technical and professional program areas of the employing agency.
2. Positions located at the Department of Administrative Services – Human Resources Enterprise conduct a segment of a large statewide staff development program, servicing all executive branch departments, consulting with these departments to determine training needs and assist with internal department-specific training and facilitation. Employees conduct training needs assessments and identify methods for development of training plans based on needs assessment. Positions are involved in the design and construction of training programs, e.g., the Leadership Academy and working with the Institute of Public Leadership, and in curriculum development, including automated training and online training. Employees are responsible for the evaluation of training to determine that training is making a difference in the work employees perform.
3. Positions exercise functional supervision, providing guidance and direction for other Training Specialists who either assist in overall program management and development or are responsible for orientation and in-service education programs.

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