



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EMPLOYEE DEVELOPMENT MANAGER	38	B	7.513
TRAINING OFFICER II	36	B	7.524
TRAINING OFFICER I	34	B	7.519

SERIES CONCEPT

Positions in this series manage and coordinate training for a department, division or a geographic region of a department's statewide training function, supervising and conducting training sessions for both skill and general management development.

Prepare course descriptions, develop curriculum, deliver training to employees, and serve as liaison to the Personnel Department.

Conduct training needs assessment programs, analyze results and make recommendations; design and implement employee development programs as directed by agency management.

Select and monitor the work of contracted trainers, and approve training conducted by political sub-divisions for various public safety occupations; conduct skills training in specific occupational areas, and may conduct safety classes, as well as accident investigation.

Coordinate, oversee and/or conduct training sessions for both skill and general management curriculum.

Perform related duties as assigned.

CLASS CONCEPTS

Employee Development Manager: Under administrative direction, positions in this class plan, coordinate, supervise and evaluate statewide employee development programs for a major department. Work involves the supervision of a staff of trainers involved in delivery of a wide variety of general management and skill training responsibilities. The incumbent develops and monitors the agency's statewide training budget. This class is distinguished from the training officer classifications by the supervisory responsibility, size of training budget, variety of courses, and size and complexity of agency.

Training Officer II: Under general direction, positions in this class serve as training and curriculum coordinator for a department, major division or geographic region of a state agency. Responsibilities include development of training curriculum, conducting training, monitoring and evaluating contracted trainers, overseeing specific training programs and recommending training curriculum training requirements. This class is distinguished from the Employee Development Manager by the absence of supervisory and department-wide management responsibilities.

Training Officer I: Under general supervision of an Employee Development Manager or an administrative supervisor, positions in this class serve as a training and curriculum coordinator for state agencies; develop, deliver, and coordinate training programs; and coordinate and monitor the activities of other trainers. Positions in this class are distinguished from a Training Officer II by the smaller size of the departmental training program, less varied course offerings, and less diverse occupational groups to be trained.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to a pre-employment screening for controlled substances.

EMPLOYEE DEVELOPMENT MANAGER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education or a related field and five years professional experience in employer sponsored adult curriculum and development programs, including one year of supervisory experience; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: the functional areas in which training is provided. **Working knowledge of:** planning and budgeting processes; adult learning theory including cognitive psychomotor and effective learning and teaching techniques; *and all knowledge, skills and abilities required of the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: the principles and practice of supervision, training, delegation, motivation, decision-making, goal setting and management. **Knowledge of:** organizational development principles and models.

TRAINING OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education or a related field and four years of experience in the adult training process which included experience in planning, programming, coordinating and conducting adult training; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: adult learning theory and methods of presentation; the principles and methods of program planning related to reviewing analyzing and prioritizing the various training activities for the agency; the principles of conducting surveys, training needs assessments and organizational assessments and in interpreting their results. **Ability to:** utilize a variety of audio visual equipment, computers and computer software *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: principles involved in the development to training plans and the principles, practices, rules and regulations of the personnel functions. **Ability to:** analyze and interpret statistical data gathered from training participants.

TRAINING OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education or related field and two years of experience in the adult training process which includes experience planning programming, coordinating and conducting adult training; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

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MINIMUM QUALIFICATIONS (cont'd)

TRAINING OFFICER I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: adult learning theory and methods of presentation; principles of lesson plan development; the use of various instruction methods and lesson plan requirements. **Ability to:** relate and interact with persons of various social, cultural, economic, and educational backgrounds for the purpose of instruction and career development; prepare and present a variety of oral and written reports; establish and maintain cooperative working relationships with a variety of training providers; operate a personal computer and a variety of software programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: the agency organization and mission the functional areas in which training is provided. **Ability to:** modify or adapt training designs and methods to make training more effective.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.513</u>	<u>7.524</u>	<u>7.519</u>
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REVISED:		9/27/93UC	9/27/93UC
REVISED:			8/18/97UC
REVISED:	5/12/06PC	5/12/06PC	5/12/06PC