



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

Employee Development Managers and Training Officers analyze, design, develop, implement, evaluate, manage and coordinate training and development for a department, division or a geographic region of a department's statewide training function and supervise and/or conduct sessions for vocation and/or skills training in specific occupational areas and general management development.

Prepare course descriptions, develop and deliver curriculum, deliver training to employees using sound instructional design and learning principles and serve as liaison to department management, subject matter experts and the State's centralized human resource division.

Identify performance gaps, analyze results and make recommendations; design and implement employee development programs and evaluate employee training and 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.

Coordinate, oversee and/or conduct training sessions for vocation and/or skills training in specific occupational areas, career planning and development and general management curriculum.

Prepare statistical and informational reports as required.

Perform related duties as assigned.

CLASS CONCEPTS

Employee Development Manager: Under administrative direction, incumbents use an instructional design model to analyze, design, develop, implement and evaluate statewide employee development programs for the State centralized HR division or department-wide employee development programs throughout the State for a major department. Incumbents supervise a staff of trainers involved in the design, development and delivery of a wide variety of general management and skill training programs. Incumbents develop and monitor the training section's budget.

The Employee Development Manager is distinguished from the Training Officer classifications by the responsibility for department-wide management of the training program, greater supervisory responsibility, size of training budget, variety and complexity of courses and size and complexity of the department.

Training Officer II: Under general direction, incumbents serve as trainers and curriculum coordinators for a department, major division or geographic region of a department. Incumbents design and develop training

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CLASS CONCEPTS (cont'd)

Training Officer II: (cont'd)

curriculums using an instructional design model, deliver formal and informal learning solutions, monitor and evaluate contracted trainers, oversee specific training programs and recommend a variety of learning solutions. This is the advanced journey level in the series.

The Training Officer II is distinguished from the Employee Development Manager by the absence of department-wide management responsibilities.

Training Officer I: Under general supervision of an Employee Development Manager or an administrative supervisor, incumbents serve as trainers and curriculum coordinators for a department or division; modify or adapt lesson plans, deliver and coordinate training programs using class facilitation methods and practices; and coordinate and monitor the activities of other trainers. This is the journey level in the series.

The Training Officer I is distinguished from a Training Officer II by the smaller size of the training program, fewer instructional design responsibilities, less varied course offerings and less diverse occupational groups to be trained.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * 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.
- * Some positions require a pre-employment criminal history check and fingerprinting.
- * A valid Nevada driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

EMPLOYEE DEVELOPMENT MANAGER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in organizational behavior, education, communications, business or public administration or a related field and four years of professional experience planning and developing curriculum and coordinating and conducting training in an employer sponsored learning and development program including one year of experience supervising trainers and/or managing employee development programs; **OR** graduation from high school or equivalent education and six years of professional experience as described above; **OR** one year of experience as a Training Officer II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

Detailed knowledge of: managing the learning function for a major department; leadership practices to execute the department's learning and development strategy. **Working knowledge of:** adult learning theory and teaching techniques; principles involved in the development of training plans; principles, practices, rules and regulations related to human resource functions. **General knowledge of:** budgeting processes. **Ability to:** serve as a strategic business partner and implement a strategic plan; analyze and interpret statistical data gathered from training participants; perform gap-analysis for program improvement; adapt instructional design to online training; facilitation roles needed by agency and change management campaigns *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 of trainers and/or training programs,

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MINIMUM QUALIFICATIONS (cont'd)

EMPLOYEE DEVELOPMENT MANAGER (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):(cont'd) training, delegation, motivation, decision-making, goal setting and staff management; project management; contract negotiations; adult learning theory; analyses, design, development, implementation and evaluation of training programs and training needs; analyze and summarize training data. **General knowledge of:** current trends and best practices in learning, knowledge management, performance improvement, learning technologies and organizational development principles and models; job and task analysis; training population descriptions; learning analysis and objectives. **Ability to:** support subject-matter experts in a training role.

TRAINING OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in organizational behavior, education, communications, business or public administration or a related field and three years of professional experience in the adult and/or employee training and development process including conducting training needs assessments; planning and developing curriculum; and coordinating and conducting formal training; **OR** graduation from high school or equivalent education and five years of professional experience as described above; **OR** one year experience as a Training Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

Working knowledge of: adult learning theory, instructional design methods and methods of presentation; learning styles; 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, learning communities and supporting learners after training. **General knowledge of:** department organization and mission; functional areas in which training is provided. **Ability to:** modify or adapt training designs and methods to make training more effective; handle difficult situations; adapt classroom facilitation skills to meet environment and organizational outreach programs; 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):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Employee Development Manager.)

TRAINING OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in organizational behavior, education, communications, business or public administration or related field and two years of professional experience in the adult and/or employee training and development process including experience planning and developing curriculum and coordinating and conducting formal training; **OR** graduation from high school or equivalent education and four years of professional experience as described above; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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; current learning technologies and various instructional methods; class coordination and logistics. **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

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MINIMUM QUALIFICATIONS (cont'd)

TRAINING OFFICER I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
variety of software programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Training Officer II.)

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.

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