

EMPLOYEE DEVELOPMENT SPECIALIST I**NATURE OF WORK IN THIS CLASS:**

This is routine professional work in employee training and development and/or coordinating programs that serve to educate government employees to improve their skills at work.

Employees in this class perform routine technical duties after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all the duties which may be assigned; any one position may not include all these duties listed.)

Participates in instructing and presenting a component of a routine workshop that consists of a number of separate subunits to employees and management. Selects and assists in developing teaching aids such as training handbook, visual aids and reference books.

Prepares the necessary materials, equipment, and other teaching aids to facilitate improved understanding of the subject matter to employees.

Researches workshop participants questions that require an expansion of the examples or principles in order to simplify the material for workshop participants.

Assists in coordinating federal or local training programs.

Contacts departmental nominees for acceptance or non-acceptance of scheduled workshops.

Assists in conducting needs assessment survey.

Prepares reports and memoranda.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, and techniques of employee training and development.

Ability to learn to apply the principles and practices of teaching and learning.

Ability to coordinate local employee development programs.

Ability to comprehend training texts and utilize audio-visual aids for use in training.

Ability to organize and implement a government-wide training program or workshop.

Ability to participate in needs assessment survey.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

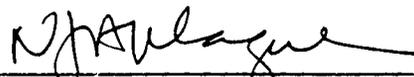
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Graduation from a recognized or accredited college or university with a Bachelor's degree in personnel, psychology, business or public administration or closely related field; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: June, 1988

PAY RANGE: 34



NORMA J. AFLAGUE
Executive Director
Civil Service Commission