

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

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

Employees in this class perform moderately complex employee development work independently on an ongoing basis and participate in the full range of complex technical duties under closer supervision.

**ILLUSTRATIVE EXAMPLES OF WORK:**

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

Trains government employees in several modules of a workshop or a general workshop that consists of a variety of subject matters; instructs participants on improving work methods or procedures, human relations or employee-supervisor relationship; time management; and personnel procedures and practices and other related subject areas.

Selects and utilizes teaching aids such as training handbook, visual aids and reference books.

Reads and comprehends the teaching methodology of a variety of training packages, covering the areas of employee development and management.

Evaluates a phase of results of training given by subject-matter specialists.

Compiles statistical and narrative reports on training given by subject-matter experts.

Coordinates locally sponsored training programs; monitors assigned locally supported programs to assess participants completion of the required courseload or training agreement.

Participates 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 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 conduct a 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) One year of experience as an Employee Development Specialist I in conducting training workshops and coordinating training programs and 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 or training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: June, 1988

PAY RANGE: 40

  
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NORMA J. AFLAGUE  
Executive Director  
Civil Service Commission