

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

This is 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 the full range of complex technical duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced technical staff.

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.)

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

Develops subject-matter outline, audio-visual aids and lesson plans.

Evaluates the training package for a specific targeted group of participants.

Follows outline of instructional programs and studies and assembles materials to be presented.

Recommends the adjustments or modifications in training strategy or procedures to new or existing training packages.

Provides guidance to new trainers on the existing methodology of a wide variety of training packages covering the discipline of employee development and management.

Makes recommendation as to the character and quality of training given by trainers or instructors.

Evaluates statistical and narrative summaries on training provided in previous training given by trainers or contracted instructors.

Coordinates and monitors local or federally sponsored training programs.

Conducts needs assessment survey to gain an understanding of the effectiveness of training workshops, seminars or sessions.

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 coordinate local employee development programs.

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

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 evaluate and conduct a needs assessment survey.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

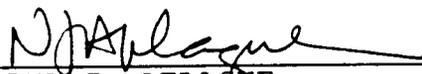
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of experience as an Employee Development Specialist II 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 and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: June, 1988

PAY RANGE: 46



NORMA J. AFLAGUE
Executive Director
Civil Service Commission