

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
POSITION DESCRIPTION**

POSITION TITLE: TRAINING SPECIALIST III -  
Staff Development

SALARY GROUP: B17

DEPARTMENT: Human Resources Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Richard Soape DATE: 02/03/2011

POSITION #: 004192

**I. JOB SUMMARY**

Performs complex training work. Work involves planning, organizing, conducting, and assessing educational and training programs; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgement.

**II. ESSENTIAL FUNCTIONS**

- A. Evaluates and analyzes training needs; researches, develops, reviews, and assesses training programs and materials and recommends modifications; formulates learning objectives; and plans, designs, and develops methods for the assessment and evaluation of training effectiveness.
  - B. Conducts on-site agency training; designs, develops, and prepares curricula and course outlines; selects and develops instructional methods, training aids, manuals, and other materials; and formulates and develops plans, procedures, and programs to meet specific training needs.
  - C. Assists in the planning and development of specialized training, staff development, and continuing education programs; assists in solving training problems and ensuring the effective utilization of modern training methods and techniques; and assists in formulating policies and procedures for training programs.
  - D. Prepares budgets for various training programs; and assists in preparing reports.
  - E. Trains and supervises the work of others; and provides technical assistance in the program area.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Human Resources, Business Administration, Education, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning human resources, technical program support, teaching, training, curriculum development, or staff development experience.
3. Experience in developing or conducting training preferred.
4. Computer operations experience preferred.
5. Experience in the use of Microsoft Office Professional or equivalent to include desktop publishing, word processing, spreadsheet, database, or presentation software programs preferred.
6. Experience in the supervision of employees preferred.

**B. Knowledge and Skills**

1. Knowledge of training procedures and techniques.
2. Knowledge of adult education principles, practices, and techniques.
3. Knowledge of group process, group dynamics, and classroom management.
4. Knowledge of instructional design and curriculum development.
5. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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Page 3 of 3

9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill to assess training needs and formulate learning objectives.
11. Skill to develop and evaluate training objectives and requirements and assess the effectiveness of delivery.
12. Skill to plan, coordinate, and budget for various training programs.
13. Skill in public address.
14. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
15. Skill in the use of Microsoft Office Professional or equivalent to include desktop publishing, word processing, spreadsheet, database, and presentation software programs.
16. Skill to train and supervise employees.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, educational aides, LCD projectors, and automobile.