

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: TRAINING SPECIALIST III -
Information Technology

SALARY GROUP: B17

DEPARTMENT: Information Technology Division

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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: Lynn Ayala DATE: 03/25/2014

POSITION #: 008032

I. JOB SUMMARY

Performs complex training work. Work involves coordinating, 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 judgment.

II. ESSENTIAL FUNCTIONS

- A. Evaluates and analyzes the agency's automated computer systems to determine training needs; plans, designs, and develops methods for assessment and evaluation of training effectiveness; and conducts training.
 - B. Researches, develops, reviews, and assesses training programs and materials; assists in solving training problems and ensuring the effective utilization of modern training methods and techniques; assists in formulating training program policies and procedures; and recommends modifications as appropriate.
 - C. Formulates learning objectives; develops and prepares curriculums and course outlines; and selects and develops instructional methods, training aids, manuals, and other materials.
 - D. Maintains training activity records; and assists in preparing and submitting data reports at the conclusion of training programs.
 - E. Provides technical assistance and training in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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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 Education, Computer Science, Management Information Systems, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning teaching, training, staff development, or technical program support experience.

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 and dynamics.
4. Knowledge of instructional design and curriculum development.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill to assess training needs and formulate learning objectives.
10. Skill to develop and evaluate training curriculums, objectives, requirements, and effectiveness of delivery.
11. Skill to plan, coordinate, and conduct training programs.
12. Skill in public address.

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13. Skill to train others.
14. Skill to prepare and maintain accurate records, files, and reports.
15. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, and presentation software programs.

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, audio visual equipment, and automobile.