

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: TRAINING SPECIALIST III -
Classification and Records

SALARY GROUP: B17

DEPARTMENT: Classification and Records

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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: Joni White DATE: 08/01/2016

POSITION #: 029448

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 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. Coordinates, organizes, and conducts agency training; presents information using a variety of instructional techniques; plans and develops 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. Participates and confers with team members to accomplish learning objectives, plans, and procedures for training programs; and delivers training with a team or individually in adherence with lesson plans.
 - D. Assists in planning and developing specialized training, staff development, and continuing education programs; assists in solving training problems and ensuring the effective utilization of training methods and techniques; promotes the use of training services; and assists in formulating policies and procedures for training programs.
 - E. Assists in preparing reports; prepares articles for in-house publications; and maintains training activity records.
 - F. Plans and organizes workshops on special programs; coordinates training presentations; and provides training and 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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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, Business Administration, Public Administration, 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 technical program support, teaching, training, or staff development experience.
3. Offender classification experience preferred.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs 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 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 objectives, requirements, and effectiveness of delivery.

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11. Skill to develop instructional materials and utilize instructional materials and aides.
12. Skill in public address and conducting training programs.
13. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
14. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

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 under 15 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, calculator, copier, fax machine, telephone, educational aides, LCD projectors, dolly, and automobile.