

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: TRAINING SPECIALIST IV -
Classification and Records

SALARY GROUP: B19

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 #: 029449

I. JOB SUMMARY

Performs highly complex training work. Work involves coordinating, developing, and evaluating educational and training programs; and supervising the work of others. Works under limited 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 evaluates Classification and Records training curricula to include specialized training to include leadership and staff development; and recommends modifications as appropriate.
- B. Formulates learning objectives; plans, designs, and develops methods for program assessment and evaluation; formulates and develops plans, procedures, and programs to meet specific training needs; confers with staff on training program problems; and provides liaison with other departments of the agency, other agencies, and organizations.
- C. Coordinates training and educational programs, services, and activities; formulates training program policies and procedures; and compiles data and prepares program correspondence and reports.
- D. Develops and oversees instructional methods, course outlines, training aids, tests, and text materials; ensures the effective utilization of modern training methods and techniques; and promotes the use of training services.
- E. Plans and organizes workshops on special programs; coordinates training presentations; and provides training and technical guidance and assistance in the program area.
- F. Supervises the work of others.

* 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 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 technical program support, program administration, or criminal justice administration experience.
3. Teaching, training, staff development, or offender classification experience preferred.
4. Experience in the supervision of employees preferred.
5. 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 the principles and practices of public administration and program management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of training methods, procedures, and techniques.
4. Knowledge of adult education principles, practices, and techniques.
5. Knowledge of group process, group dynamics, and classroom management.
6. Knowledge of instructional design and curriculum development.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill to assess training needs and formulate learning objectives.
12. Skill to develop and evaluate training objectives, requirements, and effectiveness of delivery.
13. Skill to develop instructional materials and utilize instructional materials and aides.
14. Skill in public address and conducting training programs.
15. Skill in administrative problem-solving techniques.
16. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
17. Skill to supervise the work of others.
18. 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.