

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: TRAINING SPECIALIST VI -  
Correctional Training

SALARY GROUP: B23

DEPARTMENT: Correctional Training

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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: Lorie LW Davis DATE: 12/12/2013

POSITION #: 037059

**I. JOB SUMMARY**

Performs highly advanced and supervisory training work. Work involves overseeing the development and evaluation of educational and training programs; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Oversees the planning and coordination of training and educational programs, services, and activities; assesses and analyzes training needs; coordinates the design, development, and evaluation of training programs and materials; and recommends modifications for improvement.
  - B. Formulates learning objectives; designs and develops methods for program assessment and evaluation; formulates and develops plans, procedures, and programs to meet specific training needs; advises staff in resolving training program problems; and maintains liaison with other departments, agencies, and organizations.
  - C. Plans, develops, reviews, revises, and implements training program policies and procedures; prepares budget estimates for various training programs; and compiles and evaluates data and prepares program correspondence and reports.
  - D. Oversees the development of teaching methods and outlines, training aids, tests, and text material; ensures the effective utilization of modern training methods and techniques; and promotes the use of training services.
  - E. Plans, assigns, and supervises the work of others; and provides technical guidance and 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 Human Resources, Criminal Justice, Business Administration, Education, or a related field preferred. Each year of experience as described below in excess of the required eight years experience may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Eight years full-time, wage-earning correctional administration, program administration, or public administration experience.
3. Three years full-time, wage-earning experience in the supervision of employees.
4. Teaching, training, staff development, or correctional unit operations experience preferred.

**B. Knowledge and Skills**

1. Knowledge of principles, methods, and techniques of human resources administration and program management.
2. Knowledge of training methods, procedures, and techniques.
3. Knowledge of group process, group dynamics, and interpersonal relations.
4. Knowledge of education principles, practices, and techniques.
5. Knowledge of instructional design and curriculum development.
6. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
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 in administrative problem-solving techniques.
12. Skill to assess training needs and formulate learning objectives.
13. Skill to develop instructional materials and utilize instructional aids.
14. Skill to plan and direct program activities.
15. Skill in public address.
16. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
17. Skill to assign and supervise the work of others.

**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, 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 projector, and automobile.