

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: TRAINING SPECIALIST III -
Training and Staff Development

SALARY GROUP: B17

DEPARTMENT: Parole 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: Stuart Jenkins DATE: 03/27/2013

POSITION #: 051156

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Conducts in-service and other agency training; evaluates and analyzes training needs; researches, develops, reviews, and assesses training programs and materials; recommends modifications; and assists in preparing reports.
 - B. Plans and develops curriculums and course outlines; and selects and develops instructional methods, training aids, manuals, and other materials.
 - C. Formulates and develops plans, procedures, and programs to meet specific training needs; and assists in formulating policies and procedures for training programs.
 - D. Formulates learning objectives; plans, designs, and develops methods for the assessment and evaluation of training effectiveness; assists in solving training problems and ensuring the effective utilization of modern training methods and techniques; and promotes the use of training services.
 - E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- * 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 Business Administration, Criminal Justice, Education, Social Services, 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 parole officer, probation officer, teaching, training, or staff development experience.
3. Experience in developing training preferred.
4. Current TCLEOSE certification preferred.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.

For details see: <http://www.tdcj.state.tx.us/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of training procedures and techniques.
2. Knowledge of adult education principles.
3. Knowledge of group process and group dynamics.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.

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8. Skill in problem-solving techniques.
9. Skill to plan, organize, and assign the work of others.
10. Skill to develop training manuals and materials.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to review technical data and prepare technical reports.
13. Skill in public address.
14. Skill in the use of audio visual aids and related equipment.

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, overhead projector, video camera, VCR, audio visual equipment, telephone, and automobile.