

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: TRAINING SPECIALIST III -
CJAD Training and Staff Development

SALARY GROUP: B17

DEPARTMENT: Community Justice Assistance 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: Manny Rodriguez DATE: 02/09/2016

POSITION #: 100028

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. Researches, develops, reviews, and assesses training programs and materials; evaluates and analyzes training needs; formulates and develops plans, procedures, and programs to meet specific training needs; and develops curricula, course outlines, instructional methods, training aids, manuals, and other materials.
- B. Participates and confers with team members to accomplish learning objectives, plans, and procedures for training programs; assists in solving training problems; and delivers training with a team or individually in adherence with lesson plans.
- C. Transports training materials, supplies, and equipment to training sites; conducts training sessions for field service and agency staff throughout the state; and operates audio-visual equipment and distributes training aids during the training sessions.
- D. Maintains training activity records; and assists in preparing and submitting data reports at the conclusion of training programs.

* 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 Criminal Justice, a Behavioral Science, Business Administration, Education, 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 criminal justice or law enforcement experience.
3. Experience in developing or conducting training preferred.
4. Teaching, training, or staff development experience preferred.

B. Knowledge and Skills

1. Knowledge of training methods, procedures, and techniques.
2. Knowledge of education principles, practices, and techniques.
3. Knowledge of group process, group dynamics, and interpersonal relations.
4. Knowledge of instructional design and curriculum development.
5. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in problem-solving techniques.

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11. Skill in public address.
12. Skill to assess training needs and formulate learning objectives.
13. Skill to develop and evaluate training objectives, requirements, and effectiveness of delivery.
14. Skill to develop instructional materials and utilize instructional aids.
15. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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, dolly, cart, telephone, educational aides, LCD projectors, and automobile.