

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: TRAINING AND DEVELOPMENT SPECIALIST IV -
Training and Staff Development

SALARY GROUP: B19

DEPARTMENT: Training and Leader Development 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: David Yebra DATE: 07/20/2022

POSITION #: 037066

I. JOB SUMMARY

Performs highly complex training and development work. Work involves coordinating, developing, evaluating, and conducting training sessions using a variety of training methods. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Conducts on-site agency training; assists in planning and developing specialized training, staff development, and continuing education programs; evaluates and analyzes training needs; and plans, designs, and develops methods for the assessment and evaluation of training effectiveness.
 - B. Researches, develops, reviews, and evaluates training programs and materials; participates in solving training problems and ensuring the effective utilization of modern training methods and techniques; formulates training program policies and procedures and recommends modifications as appropriate.
 - C. Formulates learning objectives; develops and prepares curricula and course outlines; and selects and develops instructional methods, training aids, manuals, and other materials.
 - D. Maintains training activity records; compiles data and prepares reports; and assists in the preparation of program budget requests.
 - E. Provides technical assistance and training 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 Business Administration, Criminal Justice, Education, Human Resources, Behavioral Science, 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 parole officer, probation officer, teaching, training, staff development, or technical program support experience.
3. Experience in developing or conducting training preferred.
4. Computer operations experience preferred.
5. Experience in the use of Microsoft Office Professional or equivalent to include desktop publishing, 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 and group dynamics.
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.

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9. Skill to assess training needs and formulate learning objectives.
10. Skill to develop and evaluate training curricula, objectives, requirements, and effectiveness of delivery.
11. Skill to plan, coordinate, and conduct training programs.
12. Skill in public address.
13. Skill to prepare and maintain accurate records, files, and reports.
14. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, and presentation software programs.
15. Skill to train 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, climb stairs, 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, calculator, copier, fax machine, telephone, educational aids, audio visual equipment, dolly, and automobile.