

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

TRAINING SPECIALIST

Position Code: K9200

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, performs experienced instruction relative to training needs in a department or within the various departments of the Office of the Secretary of State; participates in the development and implementation of training programs for departmental staff; functions as a consultant/advisor to the department in the assessment of training needs; may conduct and/or coordinate professional development programs relative to departmental operations; for limited duration of less than 30 day periods, may provide technical operational assistance to areas where training has been established and/or given to ensure program effectiveness.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, develops and presents developmental and operational training programs and workshops for managerial, supervisory, professional, technical and clerical staff for the department served.
2. Participates in the development and evaluation of training outlines and materials including audio and visual training aids and adaptation or modification of new instructional and training methods.
3. Participates in the development, review and approval of training programs; confers with and advises department management in the development and administration of training programs, including identifying potential problems or concerns.
4. Prepares training aids and written materials for instruction programs; researches and evaluates current training and staff development methods and techniques.
5. Responds to inquiries from management staff, supervisors and others outside the Office regarding instruction programs, descriptive course content, and related information.
6. On a limited basis, participates in the evaluation of staff training needs by providing technical operational assistance to areas where training has been established and/or given to ensure program effectiveness.
7. Performs other duties as required or assigned.

TRAINING SPECIALIST (Continued)

REQUIREMENTS

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in social science, education, organizational or group behavior, psychology or a related field and one year of professional experience in staff development and training or in a related field.

Knowledge, Skills and Abilities

Requires working knowledge of employee development and training methods and techniques.

Requires working knowledge of the organization and responsibilities of State and local government entities.

Requires working knowledge of standard office methods, practices and procedures.

Requires working knowledge of grammatical construction and exactness.

Requires the ability to present written and pictorial instructional information before employee groups of diverse social, economic and educational backgrounds.

Requires ability to operate audio-visual equipment and aids.

Requires ability to evaluate the effectiveness of training programs by pre/post tests or other accepted methods authorized by the operating department being served.

Requires ability to express technical ideas and terminology in clear, understandable terms.

Requires ability to use templates, lettering guides and other mechanical aids in preparation of instruction materials.

Requires ability to express ideas, figures, symbols, theories, concepts and analogies with clarity and meaning.

Requires willingness to travel and possession of valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - May 13, 1980

Effective - May 16, 1980

Revision Approved by the Secretary of State Merit Commission - August 13, 1997

Effective - August 16, 1997

EXAMINATION INFORMATION

Tests and Weights: Educational Training and Experience - 100%

Length of Eligibility: 1 Year