

Title: Training Specialist	Effective Date: October 18, 2010	Grade: XIII	Job Category: Professional
Prior Title: Training Specialist	Prior Effective Date: August 24, 2007	Grade: XV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Section Head, this position plans, develops, implements and maintains training activities in the human resources area.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Formulate goals and policies to accomplish training needs with available resources.
- Consult with managers/supervisors and Training Advisory Committee to determine requirements for specialized training programs in specified areas.
- Establish training program objectives and design appropriate courses.
- Assist in the development of course outlines and lesson plans in technical field to satisfy specific Departmental needs.
- Stay current in human resources area to enhance knowledge of subject matter.
- Instruct as needed.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field, or four years of training or related experience. Knowledge of federal and state civil rights laws and affirmative action regulations. Must be knowledgeable in developing course outlines and lesson plans in technical field to satisfy specific Department needs. Constant statewide travel.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)