

*Code: 1523*

*Title: STAFF SPECIALIST*

**SUMMARY:** This classification assesses needs for training, develops or modifies curriculum and lesson plans and conducts or coordinates training for employees within area of assignment.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Assists management in the identification and prioritization of training needs and recommends cost-effective means of providing training;  
Studies and researches appropriate regulations to ensure requirements are met in training;  
Develops curriculum and associated teaching/assessment aids for classes and courses, in a variety of subjects needed to meet required training needs and comply with regulatory requirements;  
Creates and customizes programs, lesson plans, and other training materials;  
Develops lesson plans for, and coordinates/facilitates new employee orientation programs;  
Assesses, selects and sets up training sites;  
Arranges for and delivers training to classes and individuals through lectures, demonstrations, exercises and workshops;  
Creates, distributes, collects and evaluates training needs surveys and training evaluations;  
Analyzes evaluations for effectiveness of training;  
Coordinates delivery of training by outside consultants, contractors/vendors and other County resources;  
Forecasts employee training and development requirements to accommodate the initiation of new programs, regulatory requirements, and processes;  
Schedules personnel for training as required;  
Maintains manual and computer-based records of training conducted, employee attendance and related statistics, and reports same to supervisors, managers and Directors;  
Reviews Departmental/facility accreditation reports and associated rules and guidance to identify areas which may require additional employee training;  
Monitors training budget and assists in preparation of Departmental annual budgets;  
Generates spending and allocation reports for budget input;  
May counsel individual employees on training and educational opportunities.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- employee training and development methods, techniques and practices;
- principles and techniques of adult learning and instruction;
- County and local resources for training and development materials, programs and assistance;
- organization and functions of area of assignment;
- department/facility accreditation standards, regulations, and regulatory training for area of assignment;
- manual and automated record keeping practices and processes.

Skill in:

- assessing training needs, using industrial standards and regulatory guidance;
- developing or modifying curriculum and associated training aids, handouts, exercises and assessment tools;
- developing/administering, scoring and interpreting skills and progress assessment tests;
- delivering lectures, demonstrations and educational materials;
- motivating training class participants;
- assessing effectiveness of training by interviewing staff members, supervisors, managers and/or creating surveys and related assessment instruments;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in Business or Public Administration or a related field as defined by the appointing authority at time of recruitment and one year of professional experience in training needs assessment, curriculum development, and conducting of adult staff/employee training.

OR:

(2) Five years of experience in training needs assessment, curriculum development and conducting adult staff/employee training.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 09/08/99(fn)  
Updated 03/17/03(mj)