

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

STAFF DEVELOPMENT SPECIALIST I

POSITION CODE: 41771

Effective: 05/01/2006

DISTINGUISHING FEATURES OF WORK:

Under general supervision, participates in developing and presenting labor relations, contract administration and employee orientation and developmental training programs for state employees; prepares instructional material; participates in the evaluation of audio and visual training aids; participates in the evaluation and determination of user training needs; functions as a trainer in the presentation of instructional material. Supervision of paraprofessionals in associated activities is a characteristic of activities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in developing and presenting orientation and developmental training programs for managerial, supervisory, professional, technical and paraprofessional state and local government employees; develops instructional outlines for specific segments of training presentation; participates in developing and presenting training programs for managerial, supervisory, professional, and supervisory staff delineating inclusions in state contracts, the applications, treatments and effects of the contractual agreements.
2. Participates in the evaluation of state and local government staffing needs; conducts assessment evaluation of employee potential; assists in providing assessor training; evaluates assessment center exercises by inter-rater reliability, content or criterion validity means.
3. Assists in the review and approval of trainee and apprenticeship programs; confers with agency management in the development and administration of trainee programs; reviews tuition reimbursement claims and concludes as to applicability of formal training to career development and accepts/rejects.
4. Prepares training aids and written materials for instruction programs; supervises and assists paraprofessionals in the applications and usages of audio and visual training aids; researches and evaluates current labor relations management and employee development methods, techniques and current literature.
5. As the responsible specialist, conducts workshop registration, maintains attendance records, distributes training material and information.

## STAFF DEVELOPMENT SPECIALIST I (Continued)

6. Answers inquiries from state and local public jurisdiction officials and employees regarding instruction programs, times, registration requirements, descriptive course content and related information.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational or group behavior, labor relations or equivalents.

Requires two years of professional experience in education or a related field.

Knowledges, Skills and Abilities

Requires working knowledge of labor relations, employee development and training theories, methods and techniques as are current.

Requires extensive knowledge of library systems of cataloging of materials.

Requires working knowledge of the organizations and responsibilities of state and local governments.

Requires working knowledge of public labor relations policies and practices.

Requires extensive knowledge of all contractual agreements executed by the Director of Central Management Services.

Requires ability to effectively present written and pictorial instructional information before employee groups of diverse social/economic/educational background.

Requires ability to operate audio/visual equipment.

Requires ability to evaluate the effectiveness of training programs by pre-post tests or by usage of other methods.

Requires ability to articulate subjects with word usages that have meaning and to translate specialist/technical terms to understandable terms.

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

Requires ability to write with meaning and clarity in presenting facts, figures, symbols, ideas, theories, concepts, analogies in a manner that achieves comprehension.

Requires working knowledge of grammatical construction and exactness.

Responsibility for exercise of care in usage of equipment(s) and security of equipments is held.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.