

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

STAFF DEVELOPMENT TECHNICIAN I

POSITION CODE: 41781  
Effective: 3-16-81

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, receives orientation to the policies, means and activities associated with employee development and labor relations training; delivers presentation portions of a particular training set with such presentation being under the immediate review of a higher skilled specialist; gathers data from books, periodicals, experts in the topical area and from varied other sources for usage in ascertainment of means, techniques, and materials for usage in training.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Obtains information as to prevalent and accepted themes and tenets in labor relations and employee development; explanations of the application of accepted criteria to the analysis of training; and what to identify in empirical evaluations of value and acceptance of training; reviews collective bargaining agreements for impact upon management, supervisors and employees for establishment of conceptual frames of reference.
2. Receives explanations of the elements of oral interview in the soliciting of information/data as to training in employee and labor relation needs and the means of addressing such needs; receives orientation as to identification of populations, design or surveys, sampling, test statistic utilizations, and statistical inferences.
3. From printed materials, e.g., books, periodicals, monographs, gathers information/data for usage in the development of component parts of a training set; prepares summaries of information/data obtained from varied sources for analyzation by higher skilled specialists.
4. Makes computations such as summations, measures of central tendency, for usage in analyses of training needs or effectiveness; receives instruction in usage of automatized equipments and/or programs for production of data.

## STAFF DEVELOPMENT TECHNICIAN I (Continued)

5. In conjunction with a specialist, provides a lecture or a specific element of a training set for lines employees (nonsupervisory, nonmanagement).
6. Performs administrative tasks, e.g., instructional dissemination and scheduling; costs of presentation of training sets; subject cataloging of materials; tabulation of data for budget preparation.
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 coursework 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 no previous experience.

#### Knowledges, Skills and Abilities

Requires an elementary knowledge of library systems of cataloging of materials.

Requires an elementary knowledge of the organization and responsibilities of state and local government.

Requires the ability to read, assimilate information and data and recall readings with a relatively moderate degree of proficiency.

Requires the ability to articulate themes, tenets, concepts, by a translation into terms understood by an audience of varied social, educational makeup.

Requires the ability to write with clarity and conciseness.

Requires an analytical ability in the usage of criteria both linguistic and mathematical in the treatment of information.

Requires the ability to conceptualize, hence to demonstrate the relationship between things, persons or ideas.

Requires the ability to follow verbal and written instructions literally.

Requires the ability to operate audio-visual equipments.

Requires the ability to use template lettering guide and other mechanical aids in preparation of instructional materials.