

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

STAFF DEVELOPMENT TECHNICIAN II

POSITION CODE: 41782  
Effective: 3-16-81

DISTINGUISHING FEATURES OF WORK:

Under general supervision, receives assignments of a low complexity level with periodic review and evaluation by higher level staff; assignments of significant scope and/or complexity are in association with a higher skilled specialist. Provides parts of instructional programs to state employees for which the subject matter is developed and validated.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in the design of component parts of instructional programs as reviewed by a higher skilled specialist; accesses information as held by institutions, libraries, experts, peers, in the design of components of instructional programs; writes materials that are distributed to training participants; assisting in the construction of audio, visual, and audio visual aids as augment training exercises.
2. Directs inquiries to individuals, institutions, agencies (written and verbal) to elicit information/data, materials, ideas and emphasis in labor relations managerial, supervisory, professional, and paraprofessional developmental programs to include the relationships and effects of collective bargaining in the organization; answers queries from individuals, external organizations, institutions, and state agencies as pertains to offerings available with some descriptive inclusions.
3. Maintains a current inventory of subject matter for a particular subject area which is treated, e.g., Labor Relations activities and occurrences in the public sector; studies and reviews source publications (catalogues, bulletins, journals) to update held materials.
4. Observes and assists in conducting a portion of assessor training programs; assists in conducting assessment center programs; gathers data for evaluation of predictability of performance on the job by successful assessment center participations.
5. Assists in the development of teaching outlines with higher level specialists; assists in the presentation of instructional programs or courses to local government employees for topical areas of moderate complexity.
6. Gathers information in the course of training needs surveys; utilizes accepted mathematical means, e.g., computation of measures of central tendency, standard deviations/variance, coefficient of correlation for collected information.

## STAFF DEVELOPMENT TECHNICIAN II (Continued)

7. Within a developed outline of inquiry, interviews state managers/employees in the derivation of needs in training; assists higher skilled specialists in data array obtained.
8. 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, organization or group behavior, labor relations or equivalents.

Requires one year of professional experience in education or a related field.

#### Knowledges, Skills and Abilities

Requires a working knowledge of library systems of cataloging of materials.

Requires a working knowledge of the organization and responsibilities of state and local governments.

Requires a working knowledge of public labor relations policies and practices.

Requires a working knowledge of all contractual agreements executed by the Director of Personnel.

Requires the ability to treat with a high volume of information; sorts information into like categories, and verify by a systematic methods the reliability of held information.

Requires the ability to read, assimilate information and data and recall with a reasonable degree of proficiency, facts and figures.

Requires the ability to articulate information in descriptive terms to others not versed in the terminologies of the topic being treated.

Requires the ability to present facts as result in conclusions both orally and in writing.

Requires a working knowledge of the framing of correspondence and reports with grammatical correctness.

Requires the ability to use standard mathematical formula in production of measures reflecting characteristics of data.

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

Requires the ability to use linguistic criteria in evaluative patterns.

Requires the ability to operate audio-visual equipments.

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