

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1437100

Training Specialist 1, Grade 18 1437100

Training Specialist 2, Grade 23 1437200

Brief Description Of Class Series

Training Specialists develop and present training programs to improve the on-the-job knowledge, skills, and abilities of employees to enable them to carry out an agency's mission, including the care and treatment of vulnerable persons in the care and/or custody of the State. They may develop and administer contracts for the provision of specialized training services or initiatives; work in a broad array of agencies, including those with institutional, facility, and community-based settings or intergovernmental roles; and may develop and present specialized training to local government employees, contractors, vendors, external human service agency employees, and volunteers.

Distinguishing Characteristics

Training Specialist 1: full performance level; designs and develops curricula and training materials and presents training on a wide variety of topics and programs using targeted training methods, equipment, and media; and may supervise paraprofessional positions involved in the delivery of instruction to employees. Incumbents provide instruction in more generalized courses, including supervisory and administrative practices, and courses designed to address unique agency needs and requirements.

Training Specialist 2: first supervisory level; leads the planning, organization, and delivery of agency training; oversees the development of curricula by lower level staff; supervises Training Specialists 1, paraprofessionals, and support staff; develops new training initiatives; modifies existing programs based on an assessment of program needs; evaluates effectiveness of training; serves as an organization's consultant to internal and external programs; and oversees contract administration. Incumbents may assist higher-level staff with formulating a strategic plan; creating an annual budget; or writing a grant request. In a small agency or institution/facility, these positions may serve as the highest-level training position; exercise responsibility for all training matters; and report to a higher-level program or administrative supervisor.

Illustrative Duties

Develops and presents training courses in an agency's training program.

- Identifies and assesses specific training needs by observing and reviewing agency programs and by discussing staff and program requirements with program managers.
- Develops a training program to meet identified needs by determining course content, method of presentation and space and equipment requirements, and obtaining training materials and resources.
- Prepares proposals for training programs utilizing funds provided for in State and employee negotiated agreements, and for Managerial/Confidential training.
- Facilitates training courses by obtaining outside instructors or personally conducting courses and selecting audiovisual teaching aids.
- Reviews outside instructors' lesson plans to ensure consistency with course outlines and training objectives.
- Prepares lesson plans for those courses conducted personally and/or by other instructors, ensuring content will meet training objectives.
- Evaluates training courses with questionnaires, review of work reports, or supervisory evaluation.

Informs employees and program managers of available training and educational opportunities.

- Prepares and disseminates training announcements and information concerning educational opportunities.
- Provides specific information and course applications for those employees who may have a direct interest in a training course.
- Selects employees for training courses and educational opportunities based on relevance of courses to employee's work, agency priorities, budgetary restraints, and class size.

Assists program managers and supervisors in developing on-the-job training programs that will optimize performance.

- Reviews on-the-job training programs with supervisors to optimize required learning opportunities for employees.

- Recommends specialized training courses to correct problems or to familiarize staff with new programs, policies, or procedures.

Provides fiscal and administrative oversight for training-related contracts by assisting with contract development, including solicitation and administration of requests for proposals.

Provides technical assistance in developing and updating training policies, and updates training manuals using appropriate resources and with assistance and review by supervisors.

Maintains web-based learning management system within an agency to record compliance and analyze training needs.

Training Specialists 2 perform the same tasks as Training Specialists 1 and supervise professional and paraprofessional training staff and/or support staff.

Minimum Qualifications

Training Specialist 1

Open Competitive: Bachelor's degree and completion of a two-year traineeship.

Training Specialist 2

Promotion: one year of permanent competitive service as a Training Specialist 1.

Attachment

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 2/2024

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Parenthetics Attachment

Training Specialist 1 (Addictions)

Training Specialist 2 (Addictions)

Training Specialists (Addictions) plan, direct, develop and deliver training to care givers, counselors, and health care professionals involved in providing treatment, prevention, and intervention services to individuals with substance use disorders.

Minimum Qualifications

Training Specialist 1 (Addictions)

Open Competitive: Bachelor's degree in a human services field and two years of experience developing and delivering addictions and/or substance abuse treatment training to human services treatment and/or counseling staff.

Training Specialist 2 (Addictions)

Promotion: one year of permanent competitive service as a Training Specialist 1 (Addictions).

Open Competitive: Bachelor's degree in a human services field and three years of experience developing and delivering addictions and/or substance abuse treatment training to human services treatment and/or counseling staff.

Training Specialist 1 (Child Protective Services)

Training Specialist 2 (Child Protective Services)

Training Specialists (Child Protective Services) plan, direct, develop, and deliver foundational casework training to all Child Protective Services caseworkers and supervisors in Local Social Services Departments and Voluntary Agencies.

Minimum Qualifications

Training Specialist 1 (Child Protective Services)

Open Competitive: Bachelor's degree and two years of experience working in child protective services casework.

Training Specialist 2 (Child Protective Services)

Promotion: one year of permanent competitive service as a Training Specialist 1 (Child Protective Services).

Open Competitive: Bachelor's degree and three years of experience working in child protective services casework, of which one year must have been spent developing and/or delivering classroom training involving the concepts and techniques of child protective services casework.

Training Specialist 1 (Child Welfare)
Training Specialist 2 (Child Welfare)

Training Specialists (Child Welfare) plan, direct, develop and deliver foundational casework training to all Child Welfare caseworkers and supervisors in Local Social Services Departments and Voluntary Agencies.

Minimum Qualifications

Training Specialist 1 (Child Welfare)

Open Competitive: Bachelor's degree and two years of experience working in child welfare casework.

Training Specialist 2 (Child Welfare)

Promotion: one year of permanent competitive service as a Training Specialist 1 (Child Welfare) or Training Specialist 1 (Child Protective Services).

Open Competitive: Bachelor's degree and three years of experience working in child welfare casework, of which one year must have been spent developing and/or delivering classroom training involving the concepts and techniques of child welfare casework.

Training Specialist 1 (Juvenile Justice)
Training Specialist 2 (Juvenile Justice)

Training Specialists (Juvenile Justice) plan, direct, develop, and deliver training to all Division of Juvenile Justice and Opportunities for Youth staff, with a focus on developing and refreshing the skills of direct-care staff. Positions work with the Instructional Design and Development Unit to develop and update curriculum, and work with supervisors and facility directors to develop and implement training specific to the individual program needs.

Minimum Qualifications

Training Specialist 1 (Juvenile Justice)

Open Competitive: Bachelor's degree and two years of experience in providing direct care services for individuals between the ages of 10 and 21 who are generally considered to be "juvenile delinquents," "youthful offenders," or youth residing in a

residential setting which may include, youth who are diagnosed with mental or developmental disabilities, mental illness, or addictions who could potentially become involved in the juvenile justice system.

Training Specialist 2 (Juvenile Justice)

Promotion: one year of permanent competitive service as a Training Specialist 1 (Juvenile Justice).

Open Competitive: Bachelor's degree and three years of experience in providing direct care services for individuals between the ages of 10 and 21 who are generally considered to be "juvenile delinquents," "youthful offenders," or youth residing in a residential setting which may include, youth who are diagnosed with mental or developmental disabilities, mental illness, or addictions who could potentially become involved in the juvenile justice system. One year of the experience must have been in developing and/or delivering classroom training on the concepts and techniques of youth in residential care to direct care staff responsible for the supervision and treatment of youth.

Training Specialist 1 (Mental Hygiene)

Training Specialist 2 (Mental Hygiene)

Training Specialists 1 (Mental Hygiene) develop and deliver major segments of institution and community training programs to improve the knowledge and abilities of those caring for and treating individuals with mental illness or developmental disabilities in institutional and community settings.

Training Specialists 2 (Mental Hygiene), in addition to the above, serve as the overall assistant to the training manager of an institution, facility, or region.

Minimum Qualifications

Training Specialist 1 (Mental Hygiene)

Open Competitive: Bachelor's degree in a human services field and two years of experience in developing and delivering classroom training involving the concepts and techniques of care for individuals with mental illness or developmental disabilities in a mental hygiene setting.

Training Specialist 2 (Mental Hygiene)

Promotion: one year of permanent competitive service as a Training Specialist 1 (Mental Hygiene).

Open Competitive: Bachelor's degree in a human services field and three years of experience in developing and delivering classroom training involving the concepts and

techniques of care for individuals with mental illness or developmental disabilities in a mental hygiene setting.

Training Specialist 1 (Nursing)

Training Specialist 1 (Nursing) provides clinical training that requires the expertise of a registered nurse, including nursing training and orientation; Cardiopulmonary Resuscitation (CPR); Approved Medical Administration Personnel (AMAP) training; and basic medical support training, such as taking blood pressure, to direct care staff in institutional and community settings. Incumbents may engage in other health/wellness trainings and general training activities.

Minimum Qualifications

Open Competitive: Possession of a license and current registration to practice as a registered professional nurse in New York State, one year of post-licensure clinical nursing experience, and two years of experience delivering specialized training in a classroom setting.