

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1437170

Training Specialist 1 (Instructional Design), Grade 18	1437170
Training Specialist 2 (Instructional Design), Grade 23	1437270
Associate Director Training 1 (Instructional Design), M-1	1437370
Associate Director Training 2 (Instructional Design), M-2	1437470

Brief Description of Class Series

Positions in this series redesign curricula, and design, develop, implement, and evaluate learning solutions that incorporate best practices and adult learning theory for designated program areas within the agency. They develop trainer qualification and certification programs to support curriculum, offer train-the-trainer sessions and coach and support trainers as they learn new curricula. They also evaluate, analyze, and report on the impact of training solutions on knowledge and skill acquisition.

These positions are found only at the Office of Children and Family Services.

Distinguishing Characteristics

Training Specialist 1 (Instructional Design): full performance level; reporting to a Training Specialist 2 (Instructional Design), gathers and researches data within current trends in curriculum development with the goal of developing effective learning solutions.

Training Specialist 2 (Instructional Design): first supervisory level; reporting to an Associate Director Training 1 (Instructional Design), leads the design of instructionally-sound learning solutions using industry standard methods, including competency-based solutions; and supervises two or more Training Specialists 1 (Instructional Design).

Associate Director Training 1 (Instructional Design): second supervisory level; leads the design and implementation of an evaluation strategy for curriculum to ensure compliance, effectiveness, and consistent quality of the learning experience; and administratively supervises two or more Training Specialists 2 (Instructional Design), and other professional training staff, and serves as the principal assistant to an Associate Director Training 2 (Instructional Design).

Associate Director Training 2 (Instructional Design): managerial level; reporting to the head of the training program for the agency, leads curriculum re-design while

sourcing projects through internal team and vendor partners; and administratively supervises the Associate Director Training 1 (Instructional Design) and other professional training staff.

Related Classes

Associate Directors Training oversee the development and administration of an employee training and development program. They apply management, educational, adult learning, and multi-disciplinary methods, principles, and techniques in the development and administration of training and employee development programs.

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.

Illustrative Duties

Training Specialist 1 (Instructional Design)

Works with other Instructional Design staff on the identification of innovative and effective learning solutions for functional audiences.

Supports the design of instructionally-sound learning solutions using industry standard methods, including competency-based solutions.

Supports the design of learning via a variety of delivery modalities for various types of content to include product knowledge, technical applications, process and behavioral skill development.

Gathers data in support of train-the trainer sessions; handles logistics; may co-train sessions.

Training Specialist 2 (Instructional Design)

May perform all of the same duties and functions as a Training Specialist 1 (Instructional Design).

Evaluates, analyzes, and reports on the impact of training solutions on knowledge and skill acquisition in the environment.

Supports the implementation of an evaluation strategy for curriculum to ensure compliance, effectiveness, and consistent quality of the learning experience.

Collaborates on the development of trainer qualification and certification programs to support curriculum.

Offers train-the-trainer sessions for long-term sustainability.

Coaches and supports trainers as they learn new curricula.

Directs training curricula, as needed.

Performs the full range of supervisory duties.

Associate Director Training 1 (Instructional Design)

May perform all of the same duties and functions as a Training Specialist 1 & 2 (Instructional Design).

Verifies the design of instructionally sound learning solutions using industry standard methods, including competency-based solutions.

Collaborates with agency partners in the identification of innovative and effective learning solutions for functional audiences, identifying opportunities to leverage solutions across the agency.

Suggests and implements an evaluation strategy for the curriculum to ensure compliance, effectiveness, and consistent quality of the learning experience.

Evaluates train-the-trainer sessions performed by lower level Instructional Design staff.

Reviews reports made by lower level Instructional Design staff on the impact of training solutions on knowledge and skill acquisition.

Researches current trends in curriculum development and implements innovative and effective solutions.

Formulates and updates policies and procedures that directly relate to the areas of trainings for which the curriculum is being developed.

Performs the full range of administrative supervisory duties.

Associate Director Training 2 (Instructional Design)

May perform all of the same duties and functions as an Associate Director Training 1 (Instructional Design).

Leads a team of Instructional Design professionals to design instructionally-sound learning solutions using industry standard methods.

Establishes practices and processes for consistency and quality across the curriculum development function.

Oversees and manages multiple curriculum development project plans.

Works with program areas and vendors to identify subject matter experts for specialized curriculum needs.

Leads the design of a simulation-delivery approach for curriculum development.

Collaborates with internal and external partners on the development of an evaluation plan for analyzing and reporting on the impact of training solutions on knowledge and skill acquisition.

Researches, documents, and uses current trends to develop curricula, and implements innovative and effective learning solutions that incorporate best practices and adult learning theory.

Performs the full range of administrative supervisory duties.

Minimum Qualifications

Training Specialist 1 (Instructional Design)

Open Competitive: bachelor's degree in instructional design, adult education, or a related field; and two years of experience in developing, implementing, and evaluating learning solutions for adults.

Training Specialist 2 (Instructional Design)

Promotion: one year of permanent service as a Training Specialist 1 (Instructional Design).

Open Competitive: bachelor's degree in instructional design, adult education, or a related field; and three years of experience in developing, implementing, and evaluating learning solutions for adults.

Associate Director Training 1 (Instructional Design)

Promotion: one year of permanent service as a Training Specialist 2 (Instructional Design).

Open Competitive: bachelor's degree in instructional design, adult education, or a related field; and four years of experience in developing, implementing, and evaluating learning solutions for adults, of which one year must have been in a managerial or supervisory capacity. A master's degree in Instructional design, adult education, or a related field substitutes for one year of non-supervisory experience; or a Ph.D. in Instructional design, adult education, or a related field substitutes for two years of non-supervisory experience.

Associate Director Training 2 (Instructional Design)

Promotion: one year of permanent service as an Associate Director Training 1 (Instructional Design).

Open Competitive: bachelor's degree in instructional design, adult education, or a related field; and five years of experience in developing, implementing, and evaluating learning solutions for adults, of which two years must have been in a managerial or supervisory capacity. A master's degree in Instructional design, adult education, or a related field substitutes for one year of non-supervisory experience; or a Ph.D. in Instructional design, adult education, or a related field substitutes for two years of non-supervisory experience.

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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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