

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**TRAINING AND DEVELOPMENT SPECIALIST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which design, promote, conduct, implement, and evaluate training programs in a shared services human resources model within a region, a non-shared services human resources office, or centrally in the Division of Personnel Management (DPM), Enterprise Training and Development Section (ETD). This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses professional positions which design, promote, conduct, implement, and evaluate training programs in a shared services human resources model within a region, a non-shared services human resources office, or centrally in the Division of Personnel Management, Enterprise Training and Development Section. Program areas of responsibility include New Employee Orientation, New Supervisory Orientation, Human Resources Certification, Staff Development Training, Leadership Development Training and the Enterprise Management Development Academy.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions not located in the Division of Personnel Management within a Regional Human Resources Office, a non-shared services human resources office, or the Enterprise Training and Development Section and are more appropriately classified as Training Coordinator or Agency Staff Development Program Specialist.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Entrance into this classification series is typically by competition. Progression to the senior level is typically through reclassification, as the employee satisfactorily attains the specified training, education, or experience.

II. DEFINITIONS

TRAINING AND DEVELOPMENT SPECIALIST

This is the entry level for positions that design, promote, conduct, implement, and deliver training programs in a shared services human resources model within a region, a non-shared services human resources office, or centrally in the Division of Personnel Management, Enterprise Training Office. Positions meet one of, or a combination of, the allocation patterns identified at the senior level in this series, working under close progressing to limited supervision.

Positions at this level may also be a Learning Management System (LMS) Coordinator whose primary focus is to assist with managing the daily operations of the LMS, providing support to senior level Training and Development Specialists with data, information, content, and automation processes but performs limited instructional design.

TRAINING AND DEVELOPMENT SPECIALIST - SENIOR

This is the objective level for positions that develop, promote, conduct, implement, deliver and evaluate training programs in a shared services human resources model within a region, a non-shared services human resources office, or centrally in the Division of Personnel Management, Enterprise Training Office. Positions at this level exercise considerable independent judgement regarding the nature and content of training programs. Positions meet one of, or a combination of, the following allocation patterns working under general supervision.

Instructional Designer: These positions develop eLearning curriculum through the use of project management tools to conduct needs assessments, plan, develop, and implement appropriate on-line training programs and modules. Positions work with subject matter experts to develop lesson plans, course content and instruction plans. Positions research and recommend purchase of prepackaged eLearning content. These positions work closely with, and/or perform work similar to other allocations identified below.

Learning Management System (LMS) Administrator: These positions develop, maintain, and administer learning management systems and conduct eLearning assessment and development projects. Positions design and configure LMS structures to meet business needs of assigned agency partners. Duties include troubleshooting problems, implementing solutions, managing daily operations of system, provide training and support to staff, upload data, manage permissions and security, research and testing, etc. Positions also review and prioritize eLearning project requests, conduct initial assessments, plan and develop programs and modules.

Employee Development Specialist: These positions develop and implement training programs for state of Wisconsin employees by assessing training needs across assigned departments within a regional model. Positions consult with management at all levels in state government to evaluate training needs. Positions provide and deliver classroom training programs with a variety of focuses such as leadership, team effectiveness, conflict resolution, giving and receiving feedback, communication styles, etc. Positions also assist with conferences and strategic training plans to achieve workforce development goals and objectives. Positions market training programs and evaluate training performance metrics.

Enterprise Training Coordinator: These positions develop and deliver training on an enterprise basis to state agency supervisors, managers, human resources professionals and others in addition to training on state employment and oversight of the state employment brand. Positions develop, coordinate and design outreach and marketing materials, maintain content on websites and represent the DPM ETD on training committees. Positions serve as the primary contact for DPM training programs including developing an annual work plan, needs assessments, scheduling of training, maintaining records, and researching various presentation methods.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

The classification series was created effective May 26, 2019 and announced in Bulletin DPM-0497-CC/SC, as part of the implementation of the shared services model of human resources.

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