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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**STAFF DEVELOPMENT PROGRAM 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 professional positions located within state agencies that perform a full range of training and development activities in a variety of specialty areas. 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 training positions located in state agencies that are responsible for administering, developing, coordinating, monitoring, evaluating and presenting specialized agency training programs to staff in the agency, in other government agencies, and/or the general public related to programs offered by the agency.

C. Exclusions

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

1. Positions which are located in a Human Resources Office in a non-shared services agency, a Regional Human Resources Office in a shared services agency, or the central Training and Development Section of the Division of Personnel Management and are more appropriately classified as Training Coordinator or Training and Development Specialist.

2. 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.
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 by competition.

II. DEFINITIONS

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Positions allocated to this classification design, promote, conduct, implement, and deliver training programs for specialized agency programs as well as other public and private sector organizations related to agency specific programs. Work is performed under limited progressing to general supervision.

Positions at this level prepare and conduct programs for in-services, job specific technical training, public relations, safety and other program areas; arrange for and coordinate the presentation of basic technical and professional training; develop and provide classroom, on-line eLearning, and other forms of training; analyze and identify training needs; prepare manuals, bulletins, and training materials; review training programs and recommend changes and modifications; and assist with the development of agency wide training programs, policies and procedures.

In order to be appropriately allocated to this level, the majority of a position's duties must compare favorably the following representative positions on the basis of scope, impact, and complexity.

Representative Positions

Department of Natural Resources (DNR) – Bureau of Law Enforcement – Outdoor Skills Trainer

These positions maintain the safety education and outdoor skills programs within assigned counties and/or administrative areas. Positions facilitate, analyze, plan, develop, coordinate and conduct a variety of recreational safety programs including but not limited to gun and bow hunter education, shooting sports, ATV, snowmobile, boating, etc. Positions work closely with Recreational Safety Program Administrators, Conservation Wardens and supervisors, along with volunteer instructors to effectively apply DNR laws, policies and procedures. Positions assist with marketing and outreach and work closely with local associations, communities and clubs to improve and promote safe outdoor recreation.

Department of Children and Families (DCF) – Division of Early Care and Education –

Milwaukee Early Care Administration - This position implements staff development programs, creates and selects assessment tools, and evaluates instructional effectiveness within the Division of Early Care and Education. Position develops programs to comply with statutory and policy changes, programmatic expectations and business development needs. Training is given to staff and early childhood providers, with instruction tailored to each audience. Position works closely with community agencies to develop and evaluate programs.

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Positions at this level exercise considerable independent judgment in making decisions regarding the nature and content of assigned training programs. The positions evaluate the effectiveness of assigned training and keep management informed of the progress and status of these activities. Personal contacts are with the highest-level managers within the agency to develop the training objectives of the agency and identify organizational training needs. Impact of training programs is directly related to operational needs of the agencies with direct effect on agency services. Work is performed under general supervision.

Examples of duties that may be performed at this level include:

- Providing high-level technical skills training such as science and engineering professional areas
- Continuing education training as required for various professional occupations
- Training consultation to other agencies
- Planning and budgeting of training strategic plans
- Observing and evaluating the progress of trainees and participating in evaluation of programs and performance measures
- Assisting in the administration of a training center
- Administering and coordinating youth counselor and/or correctional officer pre-service programs and pre-physical fitness testing
- Developing training policies and procedures

In order to be appropriately allocated to this level, the majority of a position's duties must compare favorably the following representative positions on the basis of scope, impact, and complexity.

Representative Positions

Department of Corrections (DOC) – Madison Training Center – Generalist - These positions are responsible for the development and delivery of training to DOC employees. Responsibilities include curriculum development, presentation, coordination and presentation of a variety of training programs, including mandatory training programs, training academies, and on-demand training. Positions contract with vendors and evaluate modules for purchase. Positions evaluate the quality and impact of training programs.

Department of Corrections (DOC) – Madison Training Center –Pre-Service Training - These positions are responsible for curriculum development, presentation, coordination and evaluation of training for Correctional Officers, Youth Counselors, institution non-uniformed personnel, management level security staff and other employees within the DOC. These positions provide on-going needs assessment and evaluation of training programs, modules, and learning activities associated with department initiatives, policies, procedures and other areas where there is statutory authority granted to the DOC including coordination of on-the-job training programs with assigned institutions and serving as liaison with institutions.

Department of Military Affairs – (DMA) – Division of Emergency Management (DEM) - This position implements training projects as directed by the Department of Homeland Security, Homeland Security Exercise Evaluation Program (HSEEP). Position develops, conducts and evaluates all-hazards exercises in accordance with HSEEP requirements. Position conducts needs assessments, determines appropriateness of state and local programs, and ensures training developed and delivered meets established State and Federal guidelines and procedures to achieve uniformity, quality control, and safety. This position works closely with DEM Regional

Directors, program managers, state agency staff, non-governmental agencies, private industry, and elected and appointed officials in carrying out responsibilities.

Department of Children and Families – (DCF) – Division of Early Care and Education – Bureau of Operation and Planning - These positions assess training needs of the department and local agencies staff to develop course curriculum and define training objectives, coordinate training activities, establish and lead workgroups and project teams, monitors training outcomes, and develops collaborative partnerships. Positions coordinate training for internal and external organizations that may include DCF, Department of Health Services, Milwaukee Economic Support, W-2 agencies, provide organizations, and parent and advocate organizations.

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

This three-level classification series was created effective June 27, 1993, and announced in Bulletin CC/SC-1 for the Department of Corrections to explain specific nonrepresented classifications excluded from representation by the Fiscal and Staff Services Bargaining Unit. The series was modified effective March 12, 2000 to accommodate implementation of the expansion of the broad band pay structure and announced in Bulletin CLR/SC-109. This modification resulted in merging the former Objective and Senior levels into a single Senior level classification. This classification series was further modified effective May 8, 2000 and announced in CLR/SC-111 to correct a titling error that incorrectly titled the entry level. This classification series was updated May 26, 2019 and announced in Bulletin DPM-0497-CC/SC, as part of the implementation of the shared services model of human resources. The Training Officer classification series was abolished on the same date.

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