

Oklahoma Department of Corrections
Unclassified Job Descriptor

Project Training Specialist

Basic Purpose:

Positions in this job are responsible for providing comprehensive, department-wide training that includes pre-service, specialized in-service, and various job specific training programs. This includes training on a specific topic area and skill set.

Typical Functions:

- Oversees the design and development of training curricula to ensure compliance with applicable laws, rules and regulations and to ensure accomplishment of training objectives; monitors proposed and enacted changes in laws and revisions in policies and procedures and ensures curricula and supporting documentation is revised accordingly.
- Responsible for developing and implementing training evaluations for all aspects of the assigned training programs to include participant reaction, understanding, transfer of knowledge and application of learning.
- Conducts a variety of organizational change management activities related to the project, team building exercises, and problem-solving initiatives. Ensures departmental policy changes are reflected in project documentation and curricula and incorporated in in-service training as needed.
- Designs, develops and updates training courses and curriculum; conducts research as necessary; prepares lesson plans; participant manuals, videos and graphics related to the project.
- Conducts classroom training, workshops or seminars to increase the knowledge and skills of employees related to the project.
- Prepares training reports and maintains training records on participants.
- Schedules and coordinates training sessions and locations.
- Manages contracts with service providers.

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Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of employee training and development; of training needs assessment; of evaluation of training programs; of problem solving; of the principles and practices of administration and management; of applicable federal and state laws; and data quality assurance. Knowledge of correctional policies and procedures; of leadership and organizational development principles; and of group facilitation. Ability is required to conduct classroom training, workshops or seminars; to communicate effectively both orally and in writing; to prepare lesson plans and other training materials; to establish and maintain effective relationships with others; to design surveys and analyze survey results; and to conduct research using the Internet and other computer-based resources.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of experience in a correctional field or adult education.

Preferred Qualifications: Bachelor's degree and three (3) years of experience in a correctional field or adult education, with two (2) years in a supervisory capacity.

Special Requirements:

Extensive travel and occasional overnight stays are required. In order to perform necessary travel, applicants must possess a valid driver's license at the time of appointment and retain a valid driver's license while assigned to this job classification.