

Oklahoma Department of Corrections
Unclassified Job Descriptor

TRAINING SPECIALIST

Basic Purpose:

Positions in this job are assigned responsibilities for conducting specialized training and staff development programs at a regional training academy, correctional facility, or for a department region/division. This includes evaluating and determining employee training needs, preparing required curriculum and conducting training on various topics and skills.

Typical Functions:

- Provides training and instruction for cadet academies and specialized courses (such as, but not limited to, self-defense, leadership development, instructor development, and PREA) at the region, division and/or department level. May assist with provision of training at a facility level.
- Conducts job analyses and assessments to evaluate employee training needs and evaluates training programs.
- Designs, develops and updates training courses and curriculum; conducts research as necessary; prepares lesson plans, participant manuals, videos and graphics.
- Conducts classroom training, workshops or seminars to increase the knowledge and skills of employees in various subjects or tasks.
- Prepares training reports and maintains training records on participants.
- Schedules and coordinates training sessions and locations.
- May provide supervision to other training officers in planning and conducting correctional training programs.
- Coordinates department or division training or organizational development programs.
- Manages contracts with service providers.

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Knowledge, Skills, and Abilities:

Knowledge of the principles and methods of employee training; of correctional security policies and procedures; of various types of equipment used in adult education; of leadership and organizational development principles; of problem-solving and interviewing techniques; and of group facilitation and conflict resolution techniques. 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 2 years of experience in training, adult education, human resource development, correctional or security work, or social casework which involved the classification and assignment of offenders; or an equivalent combination of education and experience, substituting one year of the specified experience for each year of the required education.

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.