

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1282

**TITLE:** TRAINING SPECIALIST I

**Grade:** S-20

**DEFINITION:**

Under general supervision, delivers training programs; assists in curriculum development; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Training Specialist I differs from the Training Specialist II in that the Training Specialist I delivers training programs and assists in curriculum development, whereas the Training Specialist II conducts training needs assessments, develops and delivers training programs and conducts team building exercises.

**ILLUSTRATIVE DUTIES:**

Presents or coordinates the presentation of various training modules such as supervisory development, staff skills training, Zenger-Miller and other programs either independently or as a member of a team;  
Researches available training programs and seminars;  
Coordinates development of program materials;  
Participates in the cataloging of courses and where appropriate, coordinates their presentation;  
Facilitates small group sessions and assists in facilitation of team-building exercises;  
Researches new training technologies and technology-based training programs;  
Collects and assists in the analysis of evaluations of training programs;  
Develops and maintains a knowledge of adult learning theory.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of adult learning theory;  
Ability to communicate effectively, both orally and in writing;  
Ability to present training programs;  
Ability to work independently and as a member of a team;  
Ability to establish and maintain effective working relations with peers and other county employees;  
Ability to keep abreast of changing education/training technology.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:  
Graduation from an accredited college or university with a bachelor's degree in education, business administration, public administration, or a closely related field; PLUS One year of year of professional experience in needs assessments, facilitating team-building exercises, course evaluation analyses, and/or course development and course delivery.

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**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REVISED: August 31, 2012

ESTABLISHED: July 3, 2001