

Position Title: Training Specialist
Grade/Rank and Series: GS-13, or Commissioned Corps equivalent
Bargaining Unit Status: Bargaining
Duty Station: Rockville Only

Bureau of Primary Health Care Office	Job Series	Duty Station
Organizational Development Division, Office of Strategic Business Operations (OSBO)	Training Specialist (1712)	Rockville Duty Station Only

OVERVIEW

As a Training Specialist, you will serve as an authoritative consultant and troubleshooter, providing training expertise in planning, development, presentation, and evaluation of complex training and education programs. Specifically:

- Design, develop, and coordinate training and curriculum development activities for the organization;
- Conduct training courses covering subject matters that are unusually broad and highly complex;
- Provide advice on current, information age training and training development technology, such as online authoring tools (Adobe Captivate 9, Articulate Storyline 2, Techsmith Camtasia, etc.);
- Assess the quality and usefulness of current training activities, materials, courses, and programs.

RESPONSIBILITIES

Ability to conduct formal training sessions

- Deliver adult training curricula on a variety of technical and soft skills topics.
- Facilitate formal training to build employees' business and leadership skills.
- Use various electronic software or media (i.e. Adobe Captivate 9, Articulate Storyline 2, Techsmith Camtasia, etc.) to conduct training.
- Utilize varying training delivery approaches, such as online, virtual/remote, and face-to-face, to meet organizational needs.

Skill in developing and implementing adult training programs and strategies

- Design competency-based training programs using a blended approach to address a mission critical job function.
- Develop custom employee and leadership training courses or programs to address unique training and development needs.
- Implement training programs to ensure program success.

Skill in evaluating training programs

- Develop assessments to determine organizational training needs.
- Evaluate current training programs to determine if workforce needs are being met.
- Conduct surveys to assess the effectiveness of training delivered.

Ability to consult on formal training methods/approaches

- Ensure training curricula and materials are current to meet organizational needs and priorities.
- Implement current learning trends and new approaches to training technology, distance learning, etc.
- Provide technical advice on delivery of online and virtual training material.

Skill in project management

- Monitor the development and quality of training programs and materials from conception to completion.
- Follow established administrative policies and procedures to implement training programs.
- Identify and resolve potential project problems relevant to organizational personnel training.

PREFERED EXPERIENCE AND COMPETENCIES

- Use an Instructional Systems Design approach to develop and implement competency-based adult training courses, materials, and programs;
- Exercise personal judgment and creativity for improving the content, organization, and presentation of training and educational information for important BPHC staff development initiatives;
- Advise on training policies, procedures, curricula, instructional methods and techniques, quality of instruction, adequacy and utilization of training aids and devices, and facilities and equipment used in training courses;
- Assess the effectiveness of development programs and training curricula of various staff levels and experience.