

## SENIOR COURT TRAINING SPECIALIST

### **DEFINITION**

Under general direction, to analyze training needs; to plan, organize, develop, and conduct training programs for Court judicial officers, management, and staff; to develop training curriculum and training materials; to locate training vendors and make recommendations as to their use in the Court; to evaluate the effectiveness of training provided; to provide a variety of assistance and guidance for Court staff working in a trainee status; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for positions which are responsible for the development and conducting of training programs for Court staff. Incumbents plan and conduct a variety of training sessions and activities, provide direct assistance and guidance for staff, and plan and develop training materials for curricula. This class is distinguished from lower level training specialist or administrative analyst positions in that the number of senior level positions is limited to only the smallest portion of analytical positions and positions in this class are normally assigned the full range of training responsibilities, including assignment of entire projects or overall program responsibilities for an entire facet of training activities.

### **REPORTS TO**

Employees in this class typically report to the Director of Human Resources Officer or as otherwise assigned.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory classification, although some responsibilities for providing direction, coordination, or training for other staff may be exercised, depending on the nature of the individual assignment.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

1. Designs, develops, and delivers a wide variety of Court training programs and courses to ensure maximum effectiveness for adult learners. Ensures courses are in compliance with Court and California judicial branch policies.
2. Determines necessary changes to course content as a result of changes to court-wide policies and procedures, and ensures courses are updated with new/corrected information.

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3. Recommends and/or selects suitable media for the delivery of education programs; develops and prepares or secures training materials, manuals, workbooks, handouts, charts, electronic materials and programs, and/or other visual aids.
4. Plans, directs, executes and monitors all logistics related to the delivery of training courses, including: scheduling courses and maintaining the course calendar; prioritizing education resources to meet organizational goals; enrolling or assisting in the enrollment of Court staff; arranging for the provision of training sites, facilities materials and equipment; overseeing facilities and equipment needs for training; and preparing facility and service or electronic equipment requests.
5. Collects, compiles, records, and analyzes training statistics such as number, frequency, and types of classes offered and received by employees. Enters employees training attendance data into spreadsheets and databases. Generates statistical and narrative reports concerning training unit activities and courses as well as employees training participation.
6. Collects reviews and analyses participants class evaluation/feedback forms to identify strengths and weaknesses of course content and trainers' performance.
7. Evaluates trainings, unit courses and certificate programs on an on-going basis to improve their effectiveness and applicability to the court's workforce development strategy. Evaluates courses to determine if they meet requirements as continuing education offerings for the benefit of various court employees.
8. Participates in developing, implementing, and evaluating plans, processes and procedures to achieve established training goals and objectives in accordance with judicial branch and Court standards.
9. Performs other duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; routinely and often lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office, a classroom, courtroom and computer training center environment; continuous contact with judicial officers, training vendors, executive management, other staff and the public.

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### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and methods of adult education theory and practice;
- Principles and practices of curriculum and instructional design;
- Principles of distance education development;
- Functions, organizations, programs, and policies of the Superior Court of California, County of San Francisco.
- Research and information gathering techniques.
- Project management and coordination.
- Statistical methods and analysis.
- Needs assessment and evaluation techniques.
- Computer equipment and software used by the Superior Court of California, County of San Francisco, including specialized Court software.

#### **Ability to:**

- Plan, organize, and deliver training for Court staff.
- Collaborate with content experts;
- Develop training curriculum.
- Proofread and edit text for grammar and voice.
- Prepare a variety of training material.
- Perform a wide variety of analytical work.
- Assist in identifying and addressing training needs among new and newly transferred Court staff.
- Organize and present ideas and recommendations both orally and in writing.
- Organize and conduct surveys and develop analyses of user needs.
- Gather, maintain, and analyze a variety of information regarding the effectiveness of training programs.
- Prepare comprehensive, clear reports.
- Operate a computer and use appropriate software in the performance of administrative and analytical work and in the delivery of training programs.
- Effectively represent the Superior Court of California, County of San Francisco and training programs with the public, other Court staff, and other government agencies.
- Establish and maintain cooperative working relationships.
- Assist computer users with solving equipment and software problems.
- Maintain confidential information when required by legal or ethical standards.
- Maintain effective working relationships with colleagues.

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**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of responsible work experience in the development and conduct of training programs, preferably including experience with court functions and a court system, OR

Five years of experience as a courtroom clerk, preferably with experience in training others in such work.

**Special Requirements:**

An incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.*