



TEXAS DEPARTMENT OF LICENSING & REGULATION  
920 Colorado, 7<sup>th</sup> Floor  
Austin, Texas 78701  
(512) 463-7184, Fax (512) 475-3377  
[Human.Resources@tdlr.texas.gov](mailto:Human.Resources@tdlr.texas.gov)

### **JOB POSTING**

**Human Resources and Operations Support  
Training and Development Specialist  
Training and Development Specialist IV  
\$53,436- \$59,008.08 annually  
\$4,453- \$4,917.34 monthly**

**Posting No: 1106-23**

**Opening Date: 11/21/22**

**Group: B19**

**Position: 520**

**Closing Date: *until filled***

#### **Job Description**

The Training and Development Specialist is selected by and responsible to the Director of Human Resources and Operations Support and performs highly complex training and development work in support of the Human Resources' employee development initiatives. Work involves developing and promoting agency engagement initiatives, analyzing training needs, coordinating training sessions using a variety of training methods, evaluating training and development programs, tracking training, and coordinating the agency's Internship Program. The Training and Development Specialist works under limited supervision, with considerable latitude for initiative and independent judgment. May perform other necessary duties to carry out the functions of the Human Resources Division.

#### **Essential Duties**

- Develops, conducts and coordinates training programs, policies, and procedures; evaluates training needs, and promotes the use of training services.
- Develops and/or coordinates with others who develop curricula, course outlines, instructional methods, training aids, manuals, and other instructional materials and products to provide training to agency staff.
- Researches, develops, reviews, and evaluates training programs and materials and recommends modifications as appropriate.
- Participates in the planning and developing of specialized training, staff development, and continuing education programs.
- Formulates learning objectives, plans, designs, and develops methods for the assessment and evaluation of training effectiveness.
- Analyzes training content for accessibility; and recommends changes to make content accessible and remediates accessibility issues.
- Serves as a professional resource for employees and managers regarding training programs and initiatives; promotes the use of training services.
- Coordinates, monitors and tracks employee training, licenses, and certifications ensuring training is completed timely.
- Coordinates the agency's chapter of Toastmaster's International, as well as other employee engagement programs.
- Coordinates and administers the agency's Internship Program, including outreach efforts to providers of higher education, developing processes and procedures, and assisting supervisors with the development of internship descriptions and qualifications.
- Manages contracts for training services.
- Assists in the preparation of budgets for training programs and services.
- Formulates policies and procedures for training programs and develops plans, procedures, and programs to meet specific training needs.
- Administers the agency's tuition reimbursement program.
- Assists in the development and maintenance of employee personnel files, ensuring compliance with the agency's records management policy.
- Provides advice and counsel to employees and management on issues, rules, and policies related to human resources management, including handling complex issues and answering complex questions; and develops solutions to problem by following procedures or applying policy.

- Responds to and/or distributes email received in the Human Resources inbox. Assists with collecting, date-stamping and distributing Human Resources mail; for answering the Human Resources main line; and, responding to inquiries or routing to the appropriate section staff as necessary and assists with other Human Resources administration activities as needed.
- Assists with the development of the agency's Workforce Plan.
- Prepares, reviews, processes and maintains correspondence, technical reports and status reports pertaining to Human Resources programs and activities. Reconcile monthly reports as needed.
- Attend related training activities to stay abreast of current procedures, rules and regulations that impact human resources.
- Maintains strict confidentiality of all information related to employee pay, benefit and personnel matters.
- May facilitate workshops, presentations, trainings and meetings.
- Complies with division and/or agency training requirements.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency, while upholding the agency's core values.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

### **Minimum Requirements**

Four (4) years of experience in training and development work required. Experience in employee relations, benefits, wellness or other Human Resources activities strongly preferred. Graduation from an accredited four-year college or university with coursework in human resources, management, organizational development, business or public administration, education, communications or a related field preferred and may substitute for two (2) years of the experience requirement. Must possess a valid class C driver's license, proof of auto liability insurance and an acceptable driving record from the Department of Public Safety.

*Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 3F2X1 Education and Training, 8T000 Professional Military Education Instructor, 8802 Training and Education Officer, 70H Health Services Plans, Operations, Intelligence, Security and Training, 0691 Communications and Training Instructor or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at:*

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_HumanResourcesandTrainingandDevelopment.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_HumanResourcesandTrainingandDevelopment.pdf)

### **Remarks**

**The successful candidate will have:** Knowledge of training and development procedures and techniques; learning management and learning content management systems; group processes, group dynamics, and interpersonal relations; and instructional design and curriculum development. General knowledge of the principles and practices of human resources management; and, of federal, state, and local laws and regulations governing personnel activities. Skill in oral and written communication; instructing others; and, in facilitating workshops. Skill in the use of computer and applicable software, including MS Office and human resources software applications; and in managing multiple priorities simultaneously. Ability to formulate learning objectives, to develop training objectives, and to assess the effectiveness of training. Ability to assess training needs, to train others, and to communicate effectively. Ability to provide excellent customer service skills; and, to communicate effectively. Ability to maintain confidential and sensitive information; to develop and analyze human resources processes; and, to interact professionally and work effectively with internal and external customers in a very busy environment with frequent interruptions and short deadlines.

Applications may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377. E-mail [Human.Resources@tdlr.texas.gov](mailto:Human.Resources@tdlr.texas.gov). **Mailed application not accepted at this time. Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

*This job is covered by the Fair Labor Standards Act (FLSA). FLSA-eligible employees who work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.*

***TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER***

*TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.*

*TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.*

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.*