



TRAINING AND DEVELOPMENT JOB FAMILY

CAREER PATH

Positions in this family may have responsibility for designing, delivering, coordinating, and evaluating complex training and development programs; and developing and presenting individualized training programs to clients. The duties include facilitating group processes or instructing and informing state employees and community partners.

Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Identify professional development training needs.
- ❖ Plan, develop, and conduct training for state agency personnel and/or clients.
- ❖ Design and evaluate professional development programs for effectiveness.
- ❖ Use various training tools to conduct research, develop, deliver, and facilitate training programs.

Positions allocated to this series may perform the duties described, or specialize in areas that require job-specific expertise. The work assigned to positions in this series ranges from developing training materials to managing training programs.

Staff Development Trainer

Pay grade: 22

This is a professional training and development position accountable for the delivery of pre-designed or customized instructional programs and courses, administering assessments, and providing coaching. Employees are responsible for delivery of predesigned direct care orientation and in-service training programs, as well as for training personnel in areas such as onboarding, computer usage, professional development, supervisory and managerial skills, human resources, e-learning, and continuous improvement. Employees are responsible for assisting with designing and creating instructional materials and evaluation instruments which measure the effectiveness of training, achievement of instructional objectives, and knowledge transfer.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution.



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Staff Development Training Specialist

Pay grade: 28

This is a specialized professional training and development position accountable for developing and delivering training programs, administering assessments and certification requirements, providing coaching, and ensuring knowledge transfer. Employees train personnel in areas such as onboarding, computer training, professional development, supervisory and managerial training, human resources training, e-learning, and continuous improvement using established educational requirements and job specific procedures and policies. Employees are responsible for short to medium term objectives and outcomes and perform assignments under the general guidance and advice of a more experienced staff member or supervisor.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and two years of relevant experience.

Staff Development Training Manager

Pay grade: 33

This is a training and development supervisor/manager position responsible for coordinating and developing policies and administrative procedures related to the operation of a training program. Employees work includes assessing, identifying, and managing approved training programs. Employees may provide oversight and daily supervision, direction and delegation of work to training instructors who are assigned to specialized training duties and have input into setting a budget. Employees may also participate in training design and instruction and are accountable for the work performance of training staff and compliance with established objectives. Supervision of staff includes making hiring recommendations, providing training, planning and reviewing assignments, assessing performance, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and five years of relevant experience.



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ADDITIONAL INFORMATION

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Minimum Requirements specific to the Training and Development Job Family that may apply and are dependent on assigned areas of responsibility:

- ❖ Must attend and successfully pass Police Instructor School within twelve (12) months of appointment.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

Effective: 07/01/2024

Reviewed: 07/01/2024

Revised: --