STATE OF OHIO (DAS)  
CLASSIFICATION SPECIFICATION  
CLASSIFICATION SERIES: Academy Training  
SERIES NO.: 6987  
MAJOR AGENCIES: Rehabilitation and Correction and Youth Services only  
EFFECTIVE DATE: 07/22/2018  

SERIES PURPOSE:  
The purpose of the occupation is to develop and/or present instructional programs for state employees employed in the Department of Rehabilitation and Corrections or Department of Youth Services providing services to incarcerated youth or adult populations. 

At the first level, incumbents update &/or modify and present vendor training programs. 

At the second level, incumbents develop, modify & update & present agency developed training programs & also assess training needs. 

At the third level, incumbents supervise unit of lower-level training staff. 

GLOSSARY OF TERMINOLOGY:  
Vendor training – training program(s) that are created by & purchased from a third party. 

Agency developed – training program(s) that are created by the agency for staff to be developed in a skill or skills needed to perform a job or series of jobs for the agency. 

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<th>JOB TITLE</th>
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<th>PAY GRADE</th>
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<tbody>
<tr>
<td>Academy Training Analyst</td>
<td>69871</td>
<td>11</td>
<td>06/24/2018</td>
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CLASS CONCEPT:  
The advanced level class works under direction & requires thorough knowledge of training development in order to modify, update & deliver vendor developed training & enforce training policies for assigned agency & if assigned, supervise support staff.

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<td>Academy Training Developer</td>
<td>69872</td>
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CLASS CONCEPT:  
The supervisory level class works under direction & requires thorough knowledge of training development & presentation in order to develop, modify & update agency developed instructional programs for variety of delivery methods & if assigned, supervise lower-level training & clerical staff.

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<tr>
<td>Academy Unit Supervisor</td>
<td>69873</td>
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CLASS CONCEPT:  
The second supervisory level class works under general direction & requires thorough knowledge of adult learning principles, instructional design, development & delivery & systems thinking & management science in order to supervise assigned unit of lower-level training staff who are assessing & analyzing training & planning, designing, developing, delivering & evaluating instructional programs for variety of delivery methods, assess & analyze organizational, departmental, team & program needs, administer & implement training policy, resolve policy & procedure questions, manage & carry out instructional design projects, assure application of effective instructional design & development & adult learning principles, apply business skills to managing instructional design, provide leadership for team & for projects.
Academy Training Development Analyst

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<td>EX</td>
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**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Modifies, updates & delivers vendor developed training & if assigned, supervises lower level training & clerical staff; gathers & organizes training classes for New Employee Orientation (e.g., prepares training materials, develops roster, provides logistics support, assigns security badges) for the Corrections Training Academy (i.e., CTA) or assigned correctional setting; enforces & ensures compliance with established training policies & procedures.

Independently assesses all training needs for specific target population or subject matter for assigned agency or institution & plans training activities to meet those needs (e.g., CPR, Serve Safe).

Maintains records & reports related to training activities (e.g., compiles training data; prepares correspondence; disseminates information regarding scheduling & course material; maintains employee training files).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development; agency training practices, programs & policies*; general psychology or education dealing with foundations of learning, transfer, motivation & evaluation; public speaking or effective communication techniques; office practices & procedures. Skill in use of business software (e.g., Microsoft Office); operation of audio-visual equipment. Ability to deal with some abstract but mostly concrete variables; write & deliver training information; gather, collate & classify information about data, people or things; interact with individuals at various educational levels.

(*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

36 mos. exp. in delivery of training or instructional programs commensurate with area to be assigned based on approved Position Description on file.

-Or equivalent of Minimum Class Qualifications noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

In Department of Rehabilitation & Correction, must pass firearms training course conducted by department; must requalify annually in use of handgun & rifle by passing test with score of 70%; must complete & pass unarmed self-defense training course annually. Positions required to train specific areas requiring certification (Firearms, Physical Skills, Self-Defense, CPR) must acquire certification within probationary period.

**UNUSUAL WORKING CONDITIONS:**

May work flexible hours; may require travel.
Academy Training Developer

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**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Develops, modifies & updates agency developed instructional programs for variety of delivery methods & if assigned, supervises lower-level training & clerical staff.

Independently assesses all training needs for specific target population or subject matter for assigned agency or institution & plans training activities to meet those needs (e.g., Firearms, Physical Skills, Self-Defense).

Maintains records & reports related to training activities (e.g., compiles training data; prepares correspondence; disseminates information regarding scheduling & course material; maintains employee training files).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervision*; employee training & development; agency training practices, programs & policies*; general psychology or education dealing with foundations of learning, transfer, motivation & evaluation; public speaking or effective communication techniques; office practices & procedures. Skill in use of business software (e.g., Microsoft Office); operation of audio-visual equipment. Ability to deal with some abstract but mostly concrete variables; write & deliver training information; gather, collate & classify information about data, people or things; interact with individuals at various educational levels.

(*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

48 mos. exp. in delivery of training or instructional programs commensurate with area to be assigned based on approved Position Description on file.

**Note:** for positions assigned to train in Adult Parole Authority (APA) Firearm certification/re-certification, must be certified OPOTA Trainer per Ohio Administrative Code 109:2-1-06.

-Or equivalent of Minimum Class Qualifications noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

In Department of Rehabilitation & Correction, must pass firearms training course conducted by department; must requalify annually in use of handgun & rifle by passing test with score of 70%; must complete & pass unarmed self-defense training course annually. Positions required to train specific areas requiring certification (Firearms, Physical Skills, Self-Defense, CPR) must acquire certification within probationary period.

**UNUSUAL WORKING CONDITIONS:**

May work flexible hours; may require travel.
JOB TITLE: Academy Unit Supervisor  
JOB CODE: 69873  
B. U.: EX  
EFFECTIVE: 06/24/2018  
PAY GRADE: 14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)
Supervises assigned unit of lower-level training staff who are assessing & analyzing training & planning, designing, developing, delivering & evaluating instructional programs for variety of delivery methods; assesses & analyzes organizational, departmental, team & program needs; administers & implements training policy; resolves policy & procedure questions; manages & carries out instructional design projects; assures application of effective instructional design & development & adult learning principles; applies business skills to managing instructional design; provides leadership for team & for projects.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervisions, adult learning principles; instructional design model; instructional strategies & methods; presentation & delivery methodology; agency training goals, practices, programs, objectives, regulations, policies & procedures*; supervisory principles & techniques; management; public speaking; desktop publishing; principles of visual design; public relations. Skill in critical thinking; interpersonal communication techniques; operation of personal computer, use of business software (e.g., Microsoft Office); operation of audiovisual equipment for presentations (e.g. Multimedia projector, laptop computer). Ability to manage an instructional design project; conducts & analyzes performance & training needs assessments; develops performance objectives & tests for instructional design; utilizes instructional design model to create effective instruction; selects appropriate instructional techniques, methods & media for each instructional situation; evaluates & assesses learning & measures job performance of learners; communicates effectively & with correct grammar & usage; edits & revises communications to be clear, concise & grammatically correct; works collaboratively with & interviews people from all levels of organization & with various educational levels; applies systems thinking to performance needs assessment and instructional design; delivers instruction effectively to any size group or to individuals; facilitates groups (e.g. Classes, meetings, interviews with experts); manages learning environment to increase opportunities for learner success & controls individual learning problems; uses effective questioning skills & techniques (e.g. In classroom, in interviews with experts); uses appropriate feedback techniques with learners, subject matter experts & others; provides positive reinforcement & motivational incentives to learners; uses active listening skills when interviewing &/or teaching).

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
48 mos. exp. in delivery of training or instructional programs commensurate with area to be assigned based on approved Position Description on file; 12 mos. exp. in supervisory principles/techniques.

-Or equivalent of Minimum Class Qualifications noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
In Department of Rehabilitation & Correction, must pass firearms training course conducted by department; must requalify annually in use of handgun & rifle by passing test with score of 70%; must complete & pass unarmed self-defense training course annually. Positions required to train specific areas requiring certification (Firearms, Physical Skills, Self-Defense, CPR) must acquire certification within probationary period

UNUSUAL WORKING CONDITIONS:
May work flexible hours; may require travel.