Human Resources
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# Training Specialist

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCP118** | **Human Resources** | **Training Specialist** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Salary** | **$47,445.00 - $74,901.00** | **August 30, 2026** |

The Training Specialist works within a defined scope to organize, facilitate, and deliver training for employees of the assigned department on an annual and as-needed basis. This position supports personnel training on departmental processes in accordance with New Mexico statutes, laws, and assignments. The Training Specialist researches new trends, technologies, and training methods to effectively transfer knowledge and promote continuous learning at all levels.

## FUNCTIONAL AREA

Metro Detention Center

Under the direction of Training Unit supervisors, the Training Specialist plays a key role in developing, maintaining, and implementing both new and refresher training programs for staff at the Bernalillo County Metropolitan Detention Center (BCMDC). This position requires a strong understanding of the detention environment and the ability to communicate that knowledge effectively to staff.

Fleet and Facilities

The Fleet and Facilities Trainer develops and delivers hands on and classroom training to support safe, effective Fleet and Facilities operations. The role ensures employees have the knowledge and skills to perform assigned duties consistently. The Trainer coordinates training programs, tracks participation, and maintains records. The position supports compliance, workforce readiness, and continuous improvement.

## Job Description

## DUTIES AND RESPONSIBILITIES

- Assists in developing and delivering training curricula that meet County goals and objectives.
- Coordinates training delivery using various methods, including classroom instruction, one-on-one guidance, e-learning, and workshops.
- Monitors program performance and recommends improvements to training systems, formats, and procedures.
- Conducts needs assessments to enhance staff knowledge, skills, and abilities; modifies training materials as needed.
- Coordinates training schedules and prepares related materials such as flyers, pamphlets, and brochures.
- Researches new topics, trends, technologies, and training programs to support ongoing staff development.
- Integrates subject matter expert content and researches into training materials, conveying facts, data, and procedures clearly.
- Maintains confidentiality when handling sensitive or confidential records, plans, or documents.
- Performs other related duties as assigned, depending on the needs and focus of the position.

### FUNCTIONAL AREA

### METRO DETENTION CENTER

- Creates, updates, and delivers training programs for both new hires and current staff, including civilian and custody personnel.
- Ensures training materials align with current policies, directives, and best practices.
- Conducts basic and advanced training sessions using a combination of classroom and hands-on methods.
- Uses software tools, including e-learning platforms, to deliver training content effectively.
- Trains staff on the operational environment at BCMDC, including confinement areas and perimeter security protocols.
- Prepares staff to manage real-life situations they may face within the detention center.
- Works with instructor staff to ensure training sessions are appropriately staffed and supported.
- Collaborates with other training professionals to maintain instructional quality and addresses training needs.
- Evaluates the effectiveness of training programs and makes adjustments based on feedback and performance.
- Provides feedback to trainees and recommends further training or support when necessary.
- Maintains confidentiality when handling sensitive or restricted materials related to the position.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

### FLEET AND FACILITIES

- Create, update, and deliver training programs for Fleet & Facilities staff.
- Prepare training materials such as presentations, standard work documents, manuals, job aids, and assessments to support onboarding, refresher training, compliance, and operational best practices.
- Coordinate and schedule training activities across Fleet & Facilities to ensure appropriate coverage, staffing, and alignment with operational needs.
- Conduct training needs assessments in collaboration with supervisors and subject matter experts; modify training content and delivery methods to address skill gaps, process changes, and compliance requirements.
- Support apprenticeship, intern, certification, and continuing education programs by coordinating training activities and assisting with knowledge transfer.
- Utilize software tools, learning platforms, and tracking systems to deliver training content and document participation and completion.
- Prepare and maintain training records, summaries, and reports related to attendance, certifications, compliance requirements, and program effectiveness.
- Evaluate the effectiveness of training programs and recommend improvements based on feedback, performance data, and operational outcomes.
- Collaborate with internal departments, instructors, and external training providers to maintain instructional quality and consistency.
- Maintain confidentiality when handling training records, performance data, or sensitive operational information related to Fleet & Facilities.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

## MINIMUM QUALIFICATIONS

- Bachelor’s degree in Training/Education, Business/Public Administration, or a related field.
- One (1) year of related work experience in training, educational development, project administration, or program management.

***Any equivalent combination of related education and/or experience may be considered for the above requirements.***

## METRO DETENTION CENTER

- Bachelor’s degree in any law enforcement related field.
- One (1) year of related experience in a correctional environment.

***Any equivalent combination of related education and/or experience may be considered for the above requirements.***

## FLEET AND FACILITIES

- High School Diploma or GED.
- Four (4) years of combined professional experience in a related Fleet, Facilities, maintenance, or trades field.
- One (1) year of technical training, instruction, mentoring, or teaching experience.

***Any equivalent combination of related education and/or experience may be considered for the above requirements.***

## SUPPLEMENTAL INFORMATION

### PREFERENCES

### METRO DETENTION CENTER

- Experience in law enforcement or correctional training is preferred.
- Strong understanding of correctional or detention center operations and security procedures is desirable.

## ADDITIONAL REQUIREMENTS

### FLEET AND FACILITIES

- Possession of at least one (1) current, valid master-level certification, license, or credential demonstrating comparable technical competency relevant to Fleet and/or Facilities operations (Examples: ASE Master Technician or Journeyman).

## SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

## WORKING CONDITIONS

- Essential job duties are performed indoors in temperature-controlled environment.

- Primary work surface is even, dry, carpeted, tiled or concrete floor.
- Employee works with a select team without direct supervision, and at times may work with a large group of people.

## EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Handles various types of paperwork and printed materials as part of daily responsibilities.