Human Resources
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Training Specialist Senior

JOB CODE	JOB FAMILY	PROFILE
JCP254	**Human Resources**	**Training Specialist Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**August 28, 2026**

The Training Specialist Senior conducts countywide and/or departmental training (depending on assignment), collaborates with supervisory staff, and coordinates all education activities for departments. Confers with department managers and supervisors to determine training needs, participates in the development of training goals, and evaluates training programs. Evaluates instructor performance and the effectiveness of training programs and provides recommendations for improvement. Researches new trends, technologies, and training methods to effectively transfer knowledge and promote continuous learning at all levels within the department.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans, develops, delivers, and manages comprehensive training and staff/leadership development programs in alignment with departmental or County goals, using knowledge of the effectiveness of methods such as classroom training, demonstrations, meetings, computer-based learning, and workshops.
- Assists with specialized training project requests.
- Assists with compliance training program, ensuring all mandated training is provided and completed by employees as required by policy or law.
- Upon request, may initiate the research of new trends, technologies, and training methods in order to effectively transfer knowledge and promote continuous learning at all levels within the department.
- Assists with the development of or acquire training procedure manuals, guides, or course materials, such as handouts, learning tools, or visual materials.

- Assists with the development of all forms of marketing used to bring awareness to training resources and events.
- May assist manager with scheduling availability of courses, workshops, seminars, and other education and training methods, for specific departmental use.
- Assists with management of resources and operational details for training workshops/sessions such as: appropriate training location, materials and supplies; announcement registration/attendance, and certificates.
- Assists with vendors and third-party training providers to arrange employee registration for and participation in outside training programs.
- Assists with needs assessments for training and staff development to enhance staff's skill, knowledge, and abilities in support of departmental and County goals and objectives. Modifies the existing training curriculum as needed.
- Assists with department management and supervisors to determine training needs, participates in the development of training goals, and evaluates training programs.
- Assists with monthly or quarterly training evaluations for management.
- Assists with assessment of training needs and outcomes through participant surveys, interviews with employees, observation, or consultation with department managers.
- Assists with the maintenance of records/reports and communicate progress in relation to department goals.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents, or decisions that require maintaining confidentiality of sensitive information.
- ***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 Education, Business Management, Public Administration, Organizational Training and Development, or related field.
- Two (2) years of work experience as an adult educator, facilitator, or trainer in an adult learning establishment, organizational development environment, or instructional systems design.

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

SUPPLEMENTAL INFORMATION

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

- Telephone, projectors, audio visual equipment, calculator, computer, printer, plotter, and copy machine are used in the performance of essential job duties.
- Various forms of paperwork are handled in the performance of essential job duties.