**Department of Rehabilitation Services**

**Please Post**

**Job Announcement #13-031**

**Position Title/Code/Level:** **Training Specialist, Level II, C41B**

**Location:** **VR/VS HRD -** **VR #32 - OKC**

**Number of Positions/PIN:** **(2) Classified** **/** **80500736 and 80500916**

**Monthly Salary Range: Minimum Midpoint Maximum**

**Level II (Pay Band J)** **$2,428.00** **$3,237.42** **$4,046.75**

**Beginning Date: Thursday, August 23, 2012**

**Ending Date: Thursday, September 6, 2012 at 11:59 pm**

**Essential Functions: These positions are responsible for assisting in the planning, supervising, implementing, and conducting training workshops and state/regional conferences and retreats. These positions consult with administration, supervisors and staff to determine training needs, develop activities, plan strategies and monitor the progress of assigned state/regional activities. Utilizing adult learning principles these positions will develop Vocational Rehabilitation curricula that meet the needs of the Divisions of Vocational Rehabilitation and Visual Services. These positions also are responsible for creating, preparing and editing materials, including accessible formats to be used in training activities; and for representing the agency on committees and panels concerning training issues. Applicants must be willing to perform all job related travel. Probationary period (or trial period, if applicable) is required.**

**Background Check:** Effective January 1, 2012, the successful candidates for positions at the Oklahoma Department of Rehabilitation Services will be required to pass an Oklahoma State Bureau of Investigation criminal investigation and background check.

**Education and Experience Requirements:  Level I** – requirements at this level consist of a bachelors degree and one year of experience in training, human resource development or classroom teaching or completion of a masters degree in adult education or human resource development or an equivalent combination of education and experience, substituting one year of qualifying experience for each year of the bachelor’s degree. **Level II -** requirements at this level consist of those identified in Level I plus one additional year of experience in education or training or a doctorate in adult education or human resource development.

**Method of Application:** *ALL SOURCES* – Applicants, without previous classified state service, those that are in the unclassified status OR currently in probationary status, must apply through the Office of Personnel Management OKCAREERS on-line applicant system ([www.ok.gov/opm/](http://www.ok.gov/opm/)). Current State of Oklahoma employees with permanent status in the classified service, or those having reinstatement rights;Submit **one (1) complete set** of all of the following application materials: A cover letter that contains the **Job Announcement Number, Job Title and Job Code** of the position for which you are applying, a telephone number where you can be reached during office hours, your home mailing address, your e-mail address, your current classification and job code **and** a completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B). DRS’ requires applicants to provide copies of performance evaluations at the interview process.

**Send OPM 4B and Cover letter to:**

**Department of Rehabilitation Services**

**Attn: Human Resources Unit**

**3535 NW 58th Street, Suite 500**

**Oklahoma City, Oklahoma 73112**

**Fax: (405) 951-3543**

If you have any questions regarding this position or the application process, contact Calvin Small at (405) 951-3527 or Randal Zotigh at (405) 951-3454.

**An Equal Opportunity Employer**