**Department of Rehabilitation Services**

**Please Post**

**Job Announcement #13-032**

**Position Title/Code/Level:** **Training Specialist, Level III, C41C**

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

**Number of Positions/PIN:** **(1) Classified** **/** **80500964**

**Monthly Salary Range: Minimum Midpoint Maximum**

**Level III (Pay Band L)** **$2,919.34** **$3,892.42** **$4,865.58**

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

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

**Essential Functions:  This position is responsible for assisting in planning, implementing and conducting training workshops and state/regional conferences. Duties include planning, conducting and implementing distance education, webinars and on-line classes; consulting with staff to determine training needs; developing activities, planning strategies and monitoring the progress of assigned state/regional /national activities. Additional duties include creating, preparing and editing materials, including accessible formats, to be used in training activities. This is a supervisory position. 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. **Level III** - requirements at this level consist of those identified in Level II plus two additional years of qualifying experience.

**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**