

**Office of the State Public Defender
Office of Training and Development (OTD)
Training Officer Senior**

POSITION SUMMARY: Under the general supervision of the SPD Training Director, this position is responsible for the development, implementation and coordination of SPD training activities, including comprehensive staff development and the annual SPD conference. The SPD training programs and conferences provide continuing legal education and other training to SPD staff (i.e. attorneys, investigators, Client Services Specialists, support staff) in addition to professionals outside the agency. This position oversees the operational functions of the Office of Training and Development. The incumbent communicates with all levels of the organization from agency leadership to support staff and deals with multiple priorities under strict time pressures and deadlines. NOTE: This position entails in-state travel, sometimes for as many as four to six days.

GOALS AND ACTIVITIES:

60% A. Develop, implement, and coordinate training programs and conferences for the Office of the State Public Defender (SPD).

- A1. Develop training policies and procedures with the Training Director and OTD staff.
- A2. Review internet and other materials for training and educational information.
- A3. Prepare and effectively distribute training needs assessments and surveys. Compile and analyze responses for review by the Training Director and OTD staff.
- A4. Assist the Training Director and other Agency Leadership Team members with training initiatives.
- A5. Collaborate with the Training Director and the SPD Practice Coordinators to develop technical skills training.
- A6. Collaborate with the Training Director and other Agency Leadership Team members to develop and implement agency manager/supervisor training.
- A7. Develop learning objectives for agency training programs.
- A8. Develop training curriculum and materials.
- A9. Conduct training, in a variety of formats (e.g., lecture, small group facilitation, demonstration), for SPD staff and agency trainers.
- A10. Prepare and effectively distribute program evaluation instruments. Compile and analyze responses for review by the Training Director and OTD staff.
- A11. Recommend to the Training Director improvements of program curriculum, training techniques, and training delivery methods.
- A12. Act as OTD contact person in the absence of the Training Director.

20% B. Provide logistical support for all training activities

- B1. Communicate and coordinate with the local SPD offices and with other state agency counterparts regarding training activities.
- B2. Research and complete bid process for training event sites and equipment
- B3. Ensure that all training events, including facilities, registration, training materials, etc., comply with the Americans with Disabilities Act (ADA) and the agency's EEO/AA Plan. Oversee provision of reasonable accommodations for training participants.
- B4. Coordinate and schedule presenters as needed, and schedule participants for training sessions.
- B6. Represent the OTD at internal and external meetings as directed by the Training Director. Attend OTD meetings.

20% C. Oversee the operational functions of the OTD.

- C1. Track and monitor all staff development and training activities including approved conferences.
- C2. Assist the Training Director with the development of training budgets and develop monitoring system for expenditure of training monies.
- C3. Provide technical operations support of all presentation equipment.

- C4. Oversee the collection, storage, and preservation of the SPD training materials for the SPD training archives.
- C5. Collaborate with the OTD to research audio-visual (AV) equipment and e-learning platform developments and make recommendations to the Training Director about purchases.
- C6. Develop and maintain various training databases and spreadsheets.
- C7. Perform other duties as directed by management.

Knowledge, Skills and Abilities:

- Advanced skills in preparing and presenting training materials in a clear and effective manner.
- Ability to establish and maintain collaborative working relationships with others internal and external to organization.
- Ability to design adult training programs that take individual learning differences into account.
- Knowledge of and familiarity with a variety of audio-visual materials and their applicability and use in training.
- Knowledge of computer software including Google mail, forms, sheets and documents and MS word, PowerPoint and Excel.
- Ability to prioritize numerous projects and deadlines.
- Problem-solving and analytical skills.
- Organizational and time management skills.
- Knowledge of legal terminology.
- Knowledge of indigent criminal defense practice.
- Effective oral, written and interpersonal communication skills.

Special Requirements:

This position involves statewide travel. A valid WI driver's license or the ability to provide one's own transportation for work purposes is required as a condition of employment.