

**Alaska Court System
Class Specification**

RESOURCE DEVELOPMENT OFFICER

Range: 22

EEO4: 2

SOC: 13-1150

Class Code: C3123

Definition:

Under general direction, the Resource Development Officer is responsible for assessing training needs of the Alaska Court System and developing a statewide training plan in conjunction with Area Court Administrators and district staff to provide comprehensive educational and development opportunities that allow staff to effectively address ongoing administrative, professional, technical, clerical, and emerging technological needs.

Supervision Received:

This is a single position job class. The Resource Development Officer works under the general direction of the Deputy Administrative Director.

Supervision Exercised:

May supervise an assistant and/or any assigned clerical support staff.

Distinguishing Characteristics:

The Resource Development Officer is a single position job class with responsibility for the development and implementation of training programs and services to the court system.

Examples of Duties:

Conduct needs assessments to determine the training, educational, and developmental needs of non-judicial staff. Establish appropriate goals and specific objectives for programs designed to meet the identified needs. Evaluate course progress and adjust to meet customer need. Revise training materials to meet changing emphasis or requirements.

Coordinate and administer training courses or programs in response to district requests. Create, adjust, and implement training programs to ensure a consistent, statewide educational environment.

Review training syllabi and materials to ascertain effectiveness and applicability to current court system needs. Advise and consult on new training ideas, methodology, and programs.

Assist in the coordination and facilitation of all non-judicial training conferences. As needed, assist in the development of judicial training.

Research, edit, and/or write handbooks or other written training aids in support of changing rules,

procedures, and policies. Develop a planning manual outlining program goals, objectives, and methods of obtaining.

Gather and analyze statistical data to validate training both in respect to appropriateness of course content and presenter effectiveness in obtaining course objectives.

Prepare requests for proposals. Establish criteria to evaluate proposals. Chair evaluation committee review. Prepare and administer contracts for services from outside consultants, trainers, or educational institutions.

Project program expenses and establish realistic budgets to underwrite costs of approved annual training plans or specific courses required during the course of the year.

Travel to outlying court locations to meet with administrators and supervisors to ascertain needs and to deliver training components designed to meet staff needs.

Knowledge, Skills, Abilities:

The Resource Development Officer requires knowledge of:

- Techniques of conducting major need assessments.
- Theory and principles of effective training, curriculum and course design and evaluation.
- Techniques of instructional and learning methodologies at the adult education level.

The Resource Development Officer requires skill in order to:

- Determine and project costs.
- Design and produce easily understood instructional materials.
- Confer and negotiate with public and private organizations and individuals in situations that require tact when assessing need, appropriateness of training, and availability of resources.

The Resource Development Officer requires the ability to:

- Persuade and coordinate the work of a staff of professional and technical personnel,
- Effectively participate in the formulation and implementation of court training policies and objectives.
- Communicate in a clear, concise manner while conveying information, either verbally or in writing, to a variety of individuals with disparate educational backgrounds.

Minimum Qualifications:

Six years of progressively responsible administrative experience, with a minimum of two years experience working with adults in a training or administrative training capacity.

Substitution:

College education in an appropriate field may be substituted for three years of the required training experience on a year for year basis. Appropriate college includes majors in such curriculum as human resources, education, vocational education, organizational or industrial psychology, public affairs, psychology and business administration. Knowledge of court system procedures is preferred.

Note: This position is in the partially exempt service; incumbents serve “at-will” to the appointing authority.

02/96 – Original

03/97 – Revised

07/07 – Revised, WPA, Range Change

03/14 – Revised

05/15 – Change SOC Code