



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PERFORMANCE CONSULTANT I

Job Number: 20001735

Job Code: 93290V000101

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 06/16/2000

Job Revised: 07/16/2008

Grade: 14	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$18,075-\$23,944 - Hourly	<b>NONE</b>
	\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Masters and applies adult learning theory, effective training techniques and workshop content; provides competency-based training for state and local government managers, supervisors and employees on a state-wide basis; consults with agency managers and supervisors to identify job-related training needs; OR Masters and applies organizational development principles, techniques and content; facilitates agency groups/teams such as focus groups, problem solving teams, process improvement teams and change implementation teams on a statewide basis; consults with team leaders and process owners to identify group/team needs; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have three years of professional experience in organizational communication; or planning, evaluating or conducting staff development training courses; or leading/facilitating organizational change, strategic planning or process improvement; or human resource management/supervision; or consulting, executive leadership or teaching.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in human resource development, organizational development, public administration, business administration, communication or a related field will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in organizational communication; or planning, evaluating or conducting staff development training courses; or leading/facilitating organizational change, strategic planning or process improvement; or human resource management/

supervision; or consulting, executive leadership or teaching will substitute for the required education on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Attends selected workshops for the purpose of developing a mastery in training techniques and adult learning principles or for mastering organizational development principles and facilitation techniques. Observes selected workshops for the purpose of learning workshop content or observes selected organizational development sessions for the purpose of learning specific steps and content in facilitating process improvement, problem solving, focus groups and change implementation. Team teaches selected workshops. Co-facilitates selected focus groups, problem solving teams and all steps in process improvement or change implementation. Applies adult learning principles and training techniques in solo teaching selected workshops, including the area of new managers orientation, leadership principles, behavioral styles, interpersonal and organizational communication, effective meetings, managing conflict and training techniques. Applies organizational development principles and techniques in solo facilitation of selected focus groups, process improvement teams, problem solving teams and change implementation teams. Administers workshop examinations. Coordinates the scheduling and delivery of assigned workshops and facilitates sessions at specific statewide sites, completes documentation for reporting purposes and provides consultation in the area of identifying training and organizational development needs.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Employees will perform a majority of their duties in various offices, classrooms and conference rooms with daily interaction with large and small groups of people, frequent meetings and travel to various facilities throughout the state.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*