



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION # 16-039

POSTED: March 10, 2016

DEADLINE: March 24, 2016

JOB TITLE: Training & Development Specialist Supervisor

JOB CODE: GSP123

PAYGRADE: L

POSITION NUMBER: 00123835

LOCATION: Georgia Crime Information Center (GCIC)
Plans and Program Development

SALARY: \$46,311/yr.

DUTIES AND RESPONSIBILITIES

The Georgia Crime Information Center (GCIC) delivers training and support for criminal and non-criminal justice agencies in the use of GCIC programs and both state and federal rules and regulations governing criminal justice information. This position is within the Training Unit and reports to the Training Manager. The incumbent will supervise and plan work of assigned staff. The individual will be responsible for assessing, planning and/or coordinating training sessions for an agency, performing end-to-end learning and development, evaluate training and learning outcomes in relation to functional and/or technical training activities, while overseeing all activities related to area of expertise.

MINIMUM QUALIFICATIONS

Associate's degree from an accredited college **AND** Five (5) years of experience providing educational, training or instructional services.

OR

Bachelor's degree from an accredited college **AND** Three (3) years of experience providing educational, training or instructional services.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants that possess one or more years of experience in the following areas:

- Experience working in a project/program lead, supervisory or leadership role
- Experience in the creation of lesson plans and curriculum development
- Experience with the application of adult learning in a classroom or eLearning environment
- Time management, decision making and organizational skills

- Develops classroom-based and/or distance learning training courses within an on-line environment
- One year of experience in a lead/supervisory capacity
- Experience working in a Criminal Justice or Public Safety Environment
- Working knowledge of Microsoft Office

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

APPLICANTS MUST SUBMIT (2) STATE OF GEORGIA

**TO: Georgia Bureau of Investigation
Attn: Office of Human Resources
P. O. Box 370808
Decatur, GA 30037-0808**

Applications may be obtained by clicking the following link: [GBI State Application](#)

- ❖ The Job Vacancy Number located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- ❖ Applications should be filled out carefully and completely. **Applications will not be considered if the work history and job information on the application are not filled in or that have "see attached" in lieu of completing the aforementioned sections on the application.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER