



**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT OF FLORIDA
VACANCY ANNOUNCEMENT**

**No. 2017-07
Tampa, Florida**

Training Specialist

CL 27 - \$48,170 - \$78,270 *

Opens: May 3, 2017 Closes: May 19, 2017

* Based on experience and qualifications. Promotional potential to CL 28 without further competition.

Introduction:

The Middle District of Florida currently has twenty-six U.S. District Judges (thirteen of whom are Senior Judges), and eighteen Magistrate Judges. Geographically, the district covers thirty-five counties from the Georgia border on the northeast to south of Naples on Florida's southwest coast. There are five divisional offices located in Tampa, Jacksonville, Ocala, Orlando, and Fort Myers, and satellite offices in Cocoa and Sarasota.

Our district is progressive and values team learning and shared experiences. We believe that leadership is a shared responsibility of all team members and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

The U.S. Probation Office for the Middle District of Florida is seeking a Training Specialist in the Tampa office. This position will have primary responsibility for designing and delivering training for approximately 172 employees, as well as coordinating trainings offered through professional organizations, the Federal Judiciary Center (FJC), and other sources. The incumbent will coordinate administrative, technical, and professional training activities for all employees with the goal of implementing a continuous learning environment.

Representative Duties:

- Assess training needs through surveys, interviews with employees, and consultation with managers to identify skills or knowledge gaps that need to be addressed. Advises the management team of relevant training for specific positions within the Probation Office.
- Coordinates, delivers, and evaluates training programs, including those developed in-house and those developed by outside vendors. Serves as a platform instructor, group facilitator, discussion leader, and coordinates various public outreach programs.
- Manages funds allocated for training programs and vendor-delivered courses. Prepares annual cost projections and monthly accruals of training expenditures.
- Serves as Contracting Officer for procurement of training services.
- Reviews and processes all travel vouchers associated with training in JIFMS.

- Collaborates with the Federal Judicial Center and the Administrative Office to determine educational programs, services and resources available that would best meet local training needs. Advises and consults with management for training programs designed to further develop leadership and specialized skills.
- Serves as a member of the training committee that coordinates district wide training for staff. Identifies, recommends and coordinates staff and external consultants who may provide training services. Coordinates training and development support services including logistics, training aids/materials, budget, travel arrangements for outside trainers, and other associated tasks.
- Administers orientation programs for new employees. Coordinates new employee training and distribution of training materials and required manuals and guides, to include arranging for new officers to attend training at the Federal Probation and Pretrial Academy. Formulates training and lesson plans. Updates orientation programs, training, and lesson plans as required.
- Researches and drafts training manuals and materials for use by court personnel. Adapts vendor-produced courses, instructional materials and guides for use by staff.
- Formulates both short and long-range training plans for approval by senior management and develops an annual training plan to meet the court units training needs. Publishes a recurring training schedule and tracks training requirements for staff.
- Audit training programs to ensure they are current and continue to meet the needs of the district and the district's employees.
- Provides supervisors with feedback regarding staff training, development efforts, and accomplishments.
- Serves as the SIRS administrator – enter training records and requests, create/maintain user accounts, run training reports, and assign appropriate rights to users.
- Assists management in promoting and maintaining conditions that encourage teamwork, professionalism, effective communication, initiative, staff loyalty, enthusiasm and positive morale.
- Completes and manages special projects designated by the Chief Probation Officer, such as publishing the district's annual report.
- Performs other related duties as assigned.

Minimum Qualification and Experience:

A bachelor's degree in human resources, organizational development, behavioral science or similar related field is preferred. In addition, candidates must possess at least three years training and development experience.

The successful candidate must be skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, influence decision-makers, and provide training; and must be skilled in using current information technology applications and capabilities. Strong presentation skills; strong analytical, and problem solving skills are critical. Strong MS Office skills required.

Desirable Personal Characteristics:

This position will require the successful candidate to exercise mature judgment and work independently with minimal direction or management oversight. Ability to anticipate and respond to changing priorities and the ability to multi-task and manage multiple projects. Ability to work under deadlines.

The selected candidate will be expected to demonstrate an understanding of the Charter for Excellence and an understanding of the mission of the Probation system as well as Probation Office structure and operations.

The selected candidate must be a perennial learner with the desire to maintain personal technical knowledge and proficiency through training, seminars, self-directed study and through interaction with Probation Office personnel to apply and support training initiatives.

Strong customer service focus, attention to detail/accuracy, quick learner and internally motivated to seek out answers, generate ideas, and develop new skills.

How to Apply:

Conditions of Employment:

The successful candidate will be hired provisionally, pending the results of an FBI 10-year background investigation and a subsequent favorable suitability determination.

Applicant must be a U.S. citizen or a permanent resident seeking citizenship.

Work is performed in an office setting, where persons with violent backgrounds are usually present. The employee must occasionally lift and/or move up to 25 pounds. Travel in district will account for 20% of the time.

Benefits:

- Paid sick and vacation
- Participation in health insurance program
- Supplemental dental and vision benefits
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Retirement benefits under the Federal Employees Retirement System (FERS)
- TSP (similar to a 401K)
- Minimum of 10 paid holidays
- Salary progression based on acceptable performance
- Mandatory Electronic Fund Transfers

Application Procedure: Candidates must submit a cover letter detailing relevant and qualifying experience, application, and resume to:

U.S. Probation
HR Manager (#2017-07)
3036 S. Falkenburg Road
Riverview, FL 33578

To obtain a copy of the application, paste this link into your browser address bar.

<http://www.flmp.uscourts.gov/sites/flmp/files/application.pdf>

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without any prior written or other notice.

Due to the volume of applications received, receipt of individual applications will not be acknowledged. Only the most qualified applicants will be contacted for an interview. Persons selected to interview will be required to travel at their own expense. Incomplete applications will not be returned, retained, or considered.

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