



EMPLOYMENT ANNOUNCEMENT

TITLE:	TRAINING SPECIALIST 1
STATUS:	PERMANENT
BUREAU:	LEGAL EDUCATION AND PROFESSIONAL DEVELOPMENT
LOCATION:	STATEWIDE – LOCATION TBD
SALARY GRADE (SG):	18

We are seeking talented and motivated staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits, including paid vacation leave (13+ days per year), sick leave, paid State holidays off, health insurance including vision & dental, entry into the NYS retirement (pension) system, education and training, eligibility for public student loan forgiveness, and job stability with promotional opportunities. Workplace flexibilities include multiple options for employees, including telecommuting (up to 1 day a week.)

MINIMUM QUALIFICATIONS

NY HELPS:

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE QUALIFICATIONS:

Training Specialist 1 (PEF SG-18, current starting salary \$66,951, job rate \$85,138): A bachelor's degree and two years of professional experience developing and presenting training programs to improve the on-the-job knowledge, skills, and abilities of employees to enable them to carry out an agency's mission.

Substitution: A Juris Doctor, master's, or higher degree in a related field can substitute for one year of specialized experience.

Training Specialist Trainee 2 (PEF NS Equated SG-16, current starting salary \$59,994, job rate \$76,359): A bachelor's degree and one year of professional experience developing and presenting training programs to improve the on-the-job knowledge, skills, and abilities of employees to enable them to carry out an agency's mission.

Substitution: A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

Training Specialist Trainee 1 (PEF NS Equated SG 14, current starting salary \$53,764, job rate \$68,630): A bachelor's or higher degree.

Successful completion of a two-year traineeship leads to appointment as an Training Specialist 1, SG-18.

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above.

COMPETITIVE QUALIFICATIONS:

Reachable on the Professional Careers Opportunities (PCO) eligible list or the Public Administration Trainee Transition (PATT) list.

Employees appointed via the NY HELPS program are restricted for promotional appointment until their position is covered-in to the competitive class by the New York State Civil Service Commission (CSC), or they otherwise obtain permanent competitive status. The CSC has recently covered-in employees who were appointed via NY HELPS on a permanent or contingent permanent basis between June 26, 2024 and June 11, 2025. Notification to employees regarding a change in their status is forthcoming. You may wish to apply if you received a permanent NY HELPS appointment to a qualifying title within these timeframes and are interested in this opportunity. Your eligibility for promotion will be reviewed by Human Resources. Employees with a permanent NY HELPS appointment occurring effective 6/12/25 or later will be addressed with a subsequent cover-in.

OR

Eligible for a lateral transfer or eligible for transfer under Sections 70.1 or 52.6 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. To determine if your current Civil Service title is eligible for transfer to this title, visit the [Career Mobility GOT-IT website](#).

DUTIES

Under the direction of the Associate Director of Training 1, M-1, within the Legal Education and Professional Development office (LEPD), the Training Specialist 1, SG-18, develops, administers, and/or presents specific training courses designed to improve on-the-job knowledge, skills, and abilities of personnel.

Specific duties include, but are not limited to, the following:

- Develops webinars, live courses, and eLearning using online content development tools, learning engagement tools, and presentation tools.
- Coordinates learning event logistics for onsite and offsite programs in accordance with LEPD standards and practices.
- Communicates with stakeholders regarding specific training needs, particularly for programming in our Regional Offices statewide.
- Develops annual learning plans for targeted stakeholders and learning groups.
- Manages budget and procurement for professional development learning events, as needed.
- Prepares training announcements.
- Develops communication, deliverables, registration forms, materials, and other documentation for professional development and Continuing Legal Education (CLE) programming.
- Coordinates onsite logistics during learning events.
- Serves as an administrator in the Statewide Learning Management System (SLMS).
- Works on bureau intranet page development and strategy.
- Coordinates requests for external training.
- Works with other trainers and bureau leadership on LEPD video content for training and wellness.
- Coordinates with outside vendors and third-party learning groups to offer training opportunities for agency staff.
- Updates and maintains LEPD Standard Operating Procedures.
- Maintains and sends LEPD weekly newsletter.
- Performs other duties as assigned.

This position requires up to 25% travel.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations are dependent upon the needs of each Bureau and will be communicated during interviews.

HOW TO APPLY

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above. If a certificate or degree is required to demonstrate that you meet the minimum qualifications, you must provide proof that you hold the required certificate or degree. To apply, please send your resume, cover letter, and a copy of your degree/transcript (if applicable) to HR.Recruitment@ag.ny.gov. Be sure to include the Vacancy # and Title of the position in the subject heading of your email.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

Posted July 24, 2025