



TRAINING OFFICER

Occupational Code: 1365

Salary Range: 26A

Status: Classified

FLSA: Exempt

Established: 11/82

Revised: 1/87 6/00

NATURE OF WORK:

This is professional work in the preparation, development, implementation and evaluation of diversified in-service training programs within a City department.

An employee in this class is responsible for planning, implementing, supervising and evaluating various training programs. Responsibilities include consulting with supervisors to determine their training needs and priorities, analyzing problematic areas and developing appropriate training programs, evaluating on-going programs, and recommending additional training activities to supervisors and management. Work involves the consistent exercise of independent judgment and discretion in its performance, and is intellectual and varied in nature as opposed to routine mental, physical, mechanical or manual work. Additional responsibilities include counseling employees on availability of specified training in outside institutions, and identification and coordination of training instructors. Supervision is received from an administrative or professional superior who reviews program activities for timely progress and quality of results in meeting management goals and objectives for training.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Consults with management and supervisors to determine current training needs and relative priorities.

Conducts detailed analysis and evaluation of specific problem areas, and develops training programs to meet those needs.

Plans new training courses or revisions of existing courses within the department; supervises the compilation of materials including course outline, lesson plans, training handbooks, multimedia visual aids and reference works.

Identifies and makes arrangements for the use of instructors or consultants from outside institutions in the preparation or conduct of training programs.

Tests trainees to measure their learning progress and to evaluate the effectiveness of training presentations.

TRAINING OFFICER (Cont.)

Assists with the maintenance of resource materials, training aids and equipment; orders training materials; supervises the scheduling of departmental personnel in training programs and the maintenance of related records.

Assists Labor Relations with the development of supervisory training programs in the administration of negotiated labor contracts.

Develops, implements and maintains an information system to identify when an employee becomes eligible to attend a specific training program for certification or recertification in their respective field.

Develops and maintains a reference library.

Recommends areas of standardization of functions, when necessary.

Performs other related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Considerable knowledge of general adult educational theories and principles.

Considerable knowledge of current techniques, methods and practices in adult education.

Considerable knowledge of the planning and conducting of training programs in diversified fields.

Knowledge of training as it relates to civil liability, EEOC, Affirmative Action and other federal guidelines.

Knowledge of departmental organization and operations in relation to requirements for effective training.

Ability to analyze and exercise good judgment and professional knowledge in the selection of training programs and techniques designed to meet specific training needs.

Ability to present classroom instruction and conduct seminars and discussion sessions effectively so as to achieve training objectives.

Ability to evaluate training accomplished and recommend alternative approaches to achieve training objectives.

Ability to communicate effectively, both orally and in writing.

Ability to maintain and establish effective working relationships with other employees and the general public.

TRAINING OFFICER (Cont.)**REQUIREMENTS:**

Bachelor's degree in Education, Criminal Justice, Architecture, Public or Business Administration or a related field dependent upon area of expertise desired, and considerable (2 - 4 years) experience in the planning, development and implementation of training programs, in general and/or technical areas.

OR

Equivalent combination of training and experience.

TOOLS AND EQUIPMENT:

Personal computers including keyboard, copiers, calculators, multimedia equipment, and other office equipment.

PHYSICAL DEMANDS: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in an office environment. Hand-eye coordination is necessary to operate a computer and other office equipment, as needed.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, use hand to finger, handle, feel, or operate objects. Occasionally, there is a need to reach and perform overhead lifting up to 5 lbs. to place and retrieve reference material from bookshelf.

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in a temperature controlled modern office setting, mostly from a seated position at a modular workstation. The noise level in the work environment is usually low.