

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73621
Job Class Code:	250	Salary Schedule:	ASRRTRAIN
EEO Category:	02	Grade:	19
Workers Comp Code:	9410		

Job Code Established:	09/06/70	Effective Date:	
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Personnel Management Series

JOB CODE TITLE: TRAINING OFFICER I

HRIS TITLE: TRNG OFFICER I

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for professional work of average difficulty assisting in the development of overall training program objectives and coordinating the execution and evaluation of training activities on a department wide basis; and performs related work as required.

EXAMPLES OF DUTIES: Participates in preparation, review and coordination of formalized in-service and out-service training programs; writes training manuals, special training materials and prepares special studies; provides technical supervision over training activities, prepares budget recommendations for meeting agency training requirements including handbooks, manuals, audiovisual aids and other related training materials; establishes and maintains training records; assists in training line and staff officials in training strategies and methods; keeps supervisor informed of progress on training objectives.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of training strategies and methods; administrative and management theory and practice; the principles of employee training; the nature of the learning process; trends in employee training.

Skill/Ability to plan, organize, and coordinate the execution of training programs; provide technical supervision in training matters; establish and maintain effective working relations with individuals, groups, and representatives of other organizations; ability to write training materials; speak and write effectively.

SPECIAL SELECTION FACTORS:

Bachelor's degree in business administration, public administration, a social or behavioral science or other acceptable field of study from an accredited college or university and one year experience in training; additional experience in training or other closely related personnel work may be substituted for the Bachelor's degree on a year-for-year basis.