

CLASSIFICATION SPECIFICATION

FLSA:		Job Code:	ACV73622
Job Class Code:	250	Salary Schedule:	ASRRTRAIN
EEO Category:	02	Grade:	20
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 II

HRIS TITLE: TRNG OFFICER II

CHARACTERISTICS OF THE CLASS: Under general direction, is responsible for difficult professional work in employee development and training including establishing training requirements and evaluation of training; and performs related work as required.

EXAMPLES OF DUTIES: Supervises training staff; confers with line and staff officials concerning training needs and establishes a total staff training and development plan; supervises research and modifies or develops improved training strategies and methods; confers with representatives of educational or training institutions for establishment of specific training programs, seminars or courses; supervises development of training manuals, acquisition and use of audiovisual equipment, handbooks, and other training materials; coordinates and participates in special training activities; prepares reports of training for administrative review.

KNOWLEDGE, ABILITIES AND SKILLS:

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

Skill/Ability to: plan, organize, and coordinate execution of training programs; evaluate and improve training programs' materials and courses; establish and maintain effective working relations with individuals, groups and representatives of diverse agencies; supervise; speak and write effectively.

SPECIAL SELECTION FACTORS:

Bachelor's degree in business or public administration, a social or behavioral science or other acceptable field from an accredited college or university and three years of experience in the training field; OR a Master's degree in one of the above fields and one year of the required experience; additional experience in training administration or a position involving responsibility for a formal training program may be substituted for the required education on a month-for-month basis.