

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV73623</b>
<b>Job Class Code:</b>	<b>250</b>	<b>Salary Schedule:</b>	<b>ASRRTRAIN</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>21</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>09/06/70</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Personnel Management Series

**JOB CODE TITLE:** TRAINING OFFICER III

**HRIS TITLE:** TRNG OFFICER III

**CHARACTERISTICS OF THE CLASS:** Under general direction, is responsible for the design and direction of a comprehensive employee development program for a large agency or for the design and direction of a State Service-wide training program for all State employees; and performs related work as required.

This class is located in the largest agencies in State Service and also in the central Personnel Office covering all of State Service. The training programs cover a wide variety of classifications and encompass a dispersed work force.

**EXAMPLES OF DUTIES:** Plans, organizes, implements, directs and evaluates divisional and department-wide employee development programs, including supervisory, managerial, human relations, communications, professional, technical, clerical and other types of training; supervises and evaluates training officers, training specialists, personnel analysts or other personnel engaged in planning, coordinating, conducting and evaluating employee development programs; confers with divisional and top agency management to ascertain training needs and goals; develops and conducts courses in special subject areas; develops training histories and individual employee development programs; develops, in cooperation with the Department of Administration Personnel Division and other governmental jurisdictions, special training programs for assisting disadvantaged employees; plans, organizes, implements, directs and evaluates a statewide training program for State Service employees; confers with university and college officials and other professional training personnel to coordinate development of specialized programs; develops a faculty of instructors and training specialists; updates, modifies and develops new programs as needed; recommends purchase and directs utilization of audio visual and other training devices; use of and may develop training manuals and materials.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** the principles of employee development; the nature of the learning process; trends in employee development; training strategies and methods; administrative, management and behavioral 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; ability to speak and write effectively.