OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE:	CODE:
Training Officer 1	64651 C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from training officer supervisor or other administrative supervisor, independently analyzes, evaluates & determines employing agency's training needs (i.e., employee is sole training officer on staff), or assists higher-level training officer or technical/administrative supervisors in analyzing, evaluating & determining employing agency's training needs (i.e., in agencies having multi-faceted & decentralized operations, employee is either responsible for assisting in overall training program, or for specified subject area, office or division), develops or assists in developing training programs & techniques for assigned agency, specified subject area, division or office, reviews, edits &/or develops pertinent instructional materials, coordinates &/or administers actual training programs & sessions & may consult with other agencies regarding their training needs;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	37-57	Independently analyzes, evaluates & determines employing agency's training needs (i.e., employee is sole training officer on staff), or assists higher-level training officer or technical/administrative supervisors in analyzing, evaluating & determining employee's training needs (i.e., in agencies having multi-faceted & decentralized operations, employee is either responsible for assisting in overall training programs or analyzes needs & determines training activities for division of assigned agency or specified subject area or population), develops or assists in developing training programs for assigned agency, division, specified subject area or given population & reviews, edits &/or develops & revises instructional materials (e.g., manuals, brochures, films, audio-visual programs) for use in same.	Knowledge of (1) management science (i.e., human resource training & development, containing introduction to behavioral concepts & organization practices related to training & developing human resources & organization development), (2) agency training practices, programs & policies*, (3) general psychology dealing with foundations of learning, transfer, motivation & evaluation, (4) public relations; skill in (5) operation of audio-visual equipment (e.g., film projector); ability to (6) deal with some abstract but mostly concrete variables, (7) write training instructions, (8) gather, collate & classify information about data, people or things, (9) cooperate with co-workers on group projects, (10) analyzes & communicate concepts in area of training.

(790) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: Possibility of rotating shifts/ irregular hours or overnight travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 3 courses in management science (i.e., human resource training & development coursework containing introductions to behavioral concepts & organization practices related to training & developing human resources & organization development (or 3 mos. exp. in presenting informational or instructional talks/programs or speeches to public, private sector or governmental employees); 1 course in general psychol-

OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

AUG 0 3 1987

CLASS TITLE: Training Officer 1

CODE: 64651C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	36-56	Coordinates (e.g., prepares agenda, arranges training delivery) &/or administers training programs & sessions (e.g., conducts workshops) through use of instructional materials & aids & monitors & evaluates program effectiveness.	Knowledge of 1, 2*, 3, 4, 5, (11) publi speaking or effective communication techniques; skill in 5; ability to 6, 7, 8, 9, 10.
3	4-10	Performs various documentation tasks regarding training activities (e.g., prepares reports compiling training data, prepares correspondence, disseminates information regarding scheduling & course material) & attends meetings (e.g., seminars, lectures) to remain current on training procedures.	Knowledge of 1, 2*, 3, 4; ability to 6, 7, 8, 9, 10.

(799)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* ogy dealing with foundations of learning, transfer, motivation & evaluation (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); 100 hrs. training in use of audio-visual equipment (e.g., film projector) (or 1 mo. exp.); 1 course in public speaking or effective communication techniques (or 1 mo. exp.); or equivalent.

FORM ADM-4134

CLASS TITLE: Training Officer 1

CODE: 64651C