NEW AUG 0 2 1981

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Training Officer 2	CODE: 64652C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from higher-level training officer or other administrative superior, performs one of following, assesses all training needs for assigned agency or institution, or assists higher-level training officer in assessing & planning training activities for assigned agency or institution, or assesses training needs & plans training activities for assigned division or specific population or subject area for assigned agency or institution & in addition to one of preceding, must act as lead worker (i.e., provides work direction & trains) one or more lower-level employees (i.e., trainers, hospital aide trainers &/or training officer 1's) engaged in planning &/or carrying out training activities;

Note: Clerical/secretarial employees do not qualify as training employees although they may be assigned to training unit.

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	94-100	Performs one of following, assesses all training needs for assigned agency or institution & plans training activities to meet those needs; or assists higher-level training officer in assessing all training needs for assigned agency or institution & assists in planning training activities to meet those needs; or assesses training needs for assigned division or specific population or subject area for assigned agency or institution & plans & carries out training activities to meet those needs, AND in addition to one of preceding, must act as lead worker (i.e., provides work direction & trains) over one or more employees (i.e., trainers, hospital aide trainers &/or training officer 1's) engaged in planning &/or carrying out training activities.	Knowledge of (1) supervision*, (2) management science (i.e., human resource training & development, containing introduction to behavioral concepts & organization practices related to training & developing human resources & organization development), (3) agency training practices, programs & policies*, (4) general psychology or education dealing with foundations of learning, transfer, motivation & evaluation, (5) public relations, (6) public speaking or effective communication techniques; skill in (7) operation of audio-visual equipment (e.g., film projector); ability to (8) deal with some abstract but mostly concrete variables, (9) write & deliver training information, (10) gather, collate & classify information about data, people or things, (11) establish friendly atmosphere as lead worker. *Developed after employment

(800)

123:1-7-17

UNUSUAL WORKING CONDITIONS:

May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 9 mos. exp. in analyzing individuals' or agency's training needs, developing training & delivering training activities to meet those needs, or 3 courses in management science focusing on human resources training & development or (9 mos. exp. in training position); 3 courses in psycholgoy or education dealing with foundations of learning, transfer, motivation & evaluation (or 9 mos. exp. in

NEW AUG 0 2 1987

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	0-6	Provides consultation regarding training (e.g., programs, methods, materials) within agency (e.g., to department heads) &/or to other requesting agencies; attends & participates in meetings, workshops, seminars; performs other miscellaneous duties (e.g., recommends equipment & supply purchases; maintains related reports for budgetary impact; disseminates training information; serves on various committees).	Knowledge of 2, 3*, 4, 5, 6; skill in 7; ability to 8, 9, 10.

(Bd)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* developing training programs & assessing training needs); 1 course in public relations (or 1 mo. exp.); 1 course in public speaking (or 1 mo. exp. in delivering speeches or training/educational talks before variety of audiences); 100 hrs. training in use of audio-visual equipment (or 1 mo. exp.); or equivalent.