



CLASSIFICATION SPECIFICATION

CLASS NUMBER 60132

TRAINING OFFICER 2

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

Duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Training Officer 2 may not perform all of the duties listed. However, it is mandatory that the first (I) duty be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Training Officer 2 position is to coordinate or assist in the coordination of the agency's training programs, by planning, designing, and evaluating programs for use by agency members. The position also requires the incumbent to present training lectures to others. The incumbent is responsible for providing work direction and training to other employees as well. In addition, the employee must attend meetings, workshops, and seminars concerning training and development issues.

Duties

Frequency: 55% +/- 10%

- I. Coordinates or assists in the coordination of agency training programs, by planning, designing, and evaluating programs for use by agency members.

Frequency: 20% +/-5%

- II. Presents training lectures.

Frequency 20% +/- 10%

- III. Provides work direction and trains one or more employees specifically engaged in the planning and/or carrying out of training activities.

Frequency: 5%+/- 2%

- IV. Attends meetings, workshops, and seminars concerning training and development issues.



**KSA'S FOR THE
JOB CLASSIFICATION OF
TRAINING OFFICER 2**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Office practices and procedures; Agency computer systems (e.g., CRIS- E); State, Federal, & local laws, rules, and regulations regarding training practices; Training Program planning; Training Program development; Teaching and Learning principles; Training and development practices; English grammar and composition; Training transfer and evaluation.	Typing; Writing; Operating computer systems; Oral communication; Organization.	Perform associated clerical duties; Perform a wide variety of interrelated or nonstandard procedural assignments; Extract information from various sources; Comprehend a wide variety of complex technical material; Develop new training programs; Interpret policies and procedures; Give or exchange routine facts and information; Coordinate the actions of others; Answer routine questions; Train and work with others; Perform needs analysis; Evaluate training effectiveness; Explain assignments, procedures, or situations to others.
II	Training Program implementation and presentation; English grammar and composition; Office practices and procedures; Agency computer systems (e.g., CRIS- E); State, Federal, & local laws, rules , and regulations regarding training practices.	Organization; Oral Communication; Public Speaking.	Give or exchange routine facts and information; Coordinate the actions of others; Comprehend a wide variety of complex technical material; Answer routine questions; Train and work with others; Implement training programs; Speak in front of others; Explain assignments, procedures, or situations to others.
III	Basic Agency functions, policies and procedures; Agency computer systems (e.g., CRIS- E); Teaching and learning principles; Basic supervisory practices; Training development and practices; Teaching and learning principles; Training transfer and evaluation.	Oral Communication; Organization; Computer skills.	Answer routine questions/inquiries; Extract information from various sources; Interpret policies and procedures; Monitor the work of others; Assign work to others; Train others; Explain assignments, procedures, or situations to others.
IV	Agency meetings, workshops and training seminars.	Oral Communication; Organization.	Work with others in developing new training programs; Listen and understand complex sets of verbal instructions; Comprehend a wide variety of technical material; Give or exchange routine facts or information.



Minimum Qualifications

- One year of experience as a Training Officer 1, 60131 in a county department of job and family services.

- Or completion of undergraduate major core coursework in behavioral science or social science or other academic field relevant to client services or in education. Also requires two years experience in a position similar to a Training Officer 1, 60131 covering the subject matter to be presented (e.g., parenting skills, living skills, motivation, stress management, job search and retention).

- Or two courses or twelve months experience in behavioral science, social science or education, two course or twelve months experience in communications, one course or six months experience in techniques of writing, and one course in typing, keyboarding or word processing. Also requires two years experience in a position similar to a Training Officer 1, 60131 covering the subject matter to be presented (e.g., parenting skills, living skills, motivation, stress management, job search and retention).

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The incumbent is not responsible for the physical safety of others. Additionally, the incumbent works in an office setting where the probability of injuries is low.