



CLASSIFICATION SPECIFICATION

CLASS NUMBER 60134

TRAINING SUPERVISOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The 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 Supervisor may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Training Supervisor position is to supervise Training Officers, coordinate agency training programs, and attend relevant meetings, workshops and seminars.

Duties

Frequency: 50% +/- 20%

- I. Provides direct supervision to Training Officers.
 - A. Determines need for new staff members.
 - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates, when necessary.
 - D. Reviews, approves, or denies employee requests for leave.
 - E. Completes performance evaluations of subordinates' work.
 - F. Meets with subordinates regarding any grievances.
 - G. Trains new and current employees.
 - H. Assigns and reviews work of subordinates.

Frequency: 35% +/- 10%

- II. Coordinates agency training programs.

Frequency: 5% +/- 2%

- III. Attends meetings, workshops, and seminars related to training and development issues and practices.

Frequency: 10% +/- 5%

- IV. Writes policy directives and policy clarifications for agency personnel.



**ADDITIONAL DUTIES
FOR THE JOB CLASSIFICATION OF
TRAINING SUPERVISOR**

NOTE: The following additional duty includes functions that may be performed by some but not the majority of individuals in the classification.

- I. Coordinates the Random Moments Study.
- II. Assists with client services functions.



**KSA'S FOR THE
JOB CLASSIFICATION OF
TRAINING SUPERVISOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Americans with Disabilities Act; Civil Rights Act; Interviewing principles; Disciplinary procedures; Supervision and management practices; Administrative practices; Personnel practices; Federal, State, and Local employment laws, rules and regulations.	Writing; Oral communication; Organization; Supervising.	Perform associated clerical duties; Resolve recurring, standard problems; Perform a wide variety of interrelated or nonstandard procedural assignments; Extract information from various sources; Interpret policies and procedures; Give or exchange routine facts and information; Coordinate the actions of others; Answer routine questions; Explain assignments, procedures, or situations to others; Discipline others; Supervises others; Maintain accurate records; Monitor and assign work to others.
II	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.	Oral Communication; Organization; Computer skills; Public Speaking.	Perform associated clerical duties; Resolve recurring, standard problems; Perform a wide variety of interrelated or nonstandard procedural assignments; Extract information from various sources; Comprehend a wide variety of complex technical material; Develop and implement new training programs; Interpret policies and procedures; Comprehend a variety of manuals; 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.
III	Agency meetings, workshops and seminars.	Oral Communication; Organization.	Attend Agency meetings, workshops and seminars; Answer routine questions/inquiries Listen and understand complex sets of verbal instructions; Comprehend a wide variety of technical material; Give or exchange routine facts or information.
IV	Basic Agency functions, policies and procedures; Policy development and clarification; Administrative practices.	Writing; Organization.	Extract information from various sources; Comprehend of a variety of manuals; Give or exchange facts or information; Write summaries and correspondence; Write policy directives and policy clarifications for Agency personnel.



Minimum Qualifications

- One year of experience as a Training Officer 2, 60132 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 one year of experience in the subject matter for which the applicant will be hired to provide training (e.g., parenting skills, living skills, motivation, stress management, job search and retention), and two years experience in a position similar to a Training Officer 2, 60132 covering the subject matter to be presented (e.g., parenting skills, living skills, motivation, stress management, job search and retention). Note, the experience includes assessing educational/training needs, developing/designing the educational/training sessions and materials to be presented, lecturing, and evaluating the participants' performance.
- Or two courses or twelve months experience in behavioral science, social science or education, two courses or twelve months experience in communications, one course or six months experience in techniques of writing, and one course or six months experience in typing, keyboarding or word processing. Also requires two years experience in a position similar to a Training Officer 2, 60132 covering the subject matter to be presented (e.g., parenting skills, living skills, motivation, stress management, job search and retention). Note, the experience includes assessing educational/training needs, developing/designing educational/training sessions and the materials to be presented, lecturing, and evaluating the participants' performance.

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

Unusual Working Conditions/Hazards

The position requires little unusual physical effort. Occasionally, the incumbent may be required to stand while lecturing; however, little time (i.e., approximately five to ten hours per week) is spent lecturing. The incumbent works in an office setting where the probability of injuries is low.