

AUDITOR OF STATE
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
TRAINER

SERIES NO.:
6465

MAJOR AGENCIES:
AUDITOR OF STATE

EFFECT. DATE: **NEW EFF. DATE:**
09/22/1991

SERIES PURPOSE:

THE PURPOSE OF THE TRAINER OCCUPATION IS TO DEVELOP & PRESENT TRAINING PROGRAMS &/OR PROVIDE TRAINING, EDUCATION & CAREER DEVELOPMENT OPPORTUNITIES FOR STATE EMPLOYEES.

INCUMBENTS ASSESS TRAINING NEEDS FOR SPECIFIC TARGET POPULATION OR SUBJECT MATTER & PLAN TRAINING ACTIVITIES.

CLASS TITLE:

TRAINING OFFICER

CLASS NUMBER:

64652

EFFECTIVE DATE:

09/22/1991

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER GENERAL DIRECTION & REQUIRES CONSIDERABLE KNOWLEDGE OF MANAGEMENT SCIENCE IN ORDER TO INDEPENDENTLY ASSESS TRAINING NEEDS FOR SPECIFIC TARGET POPULATION OR SUBJECT MATTER FOR ASSIGNED AGENCY OR INSTITUTION & PLAN TRAINING ACTIVITIES.

CLASS TITLE: TRAINING OFFICER	CLASS NO.: 64652	BARG. UNITS:
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EFFECTIVE DATE:

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JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

INDEPENDENTLY ASSESSES ALL TRAINING NEEDS FOR SPECIFIC TARGET POPULATION OR SUBJECT MATTER FOR ASSIGNED AGENCY OR INSTITUTION & PLANS TRAINING ACTIVITIES TO MEET THOSE NEEDS.

PLANS, SCHEDULES & CONDUCTS TRAINING PROGRAMS (E.G., SCHEDULES EMPLOYEES TO ATTEND SESSIONS; SCHEDULES TEACHERS TO CONDUCT SESSIONS; PREPARES MATERIALS & TEACHES SESSIONS; CONDUCTS WORKSHOPS; REVIEWS & REVISES TRAINING MATERIALS; COORDINATES DIVISION PROMOTIONAL DISPLAYS & MATERIALS).

MAINTAINS RECORDS & REPORTS RELATED TO TRAINING ACTIVITIES (E.G., COMPILES TRAINING DATA; PREPARES CORRESPONDENCE; DISSEMINATES INFORMATION REGARDING SCHEDULING & COURSE MATERIAL; MAINTAINS EMPLOYEE TRAINING FILES).

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF MANAGEMENT SCIENCE (I.E., HUMAN RESOURCE TRAINING & DEVELOPMENT, CONTAINING INTRODUCTION TO BEHAVIORAL CONCEPTS & ORGANIZATION PRACTICES RELATED TO TRAINING & DEVELOPING HUMAN RESOURCES & ORGANIZATION DEVELOPMENT); AGENCY TRAINING PRACTICES, PROGRAMS & POLICIES*; GENERAL PSYCHOLOGY OR EDUCATION DEALING WITH FOUNDATIONS OF LEARNING, TRANSFER, MOTIVATION & EVALUATION; PUBLIC SPEAKING OR EFFECTIVE COMMUNICATION TECHNIQUES. SKILL IN OPERATION OF AUDIO-VISUAL EQUIPMENT. ABILITY TO DEAL WITH SOME ABSTRACT BUT MOSTLY CONCRETE VARIABLES; WRITE & DELIVER TRAINING INFORMATION; GATHER, COLLATE & CLASSIFY INFORMATION ABOUT DATA, PEOPLE OR THINGS; INTERACT WITH INDIVIDUALS AT VARIOUS EDUCATIONAL LEVELS.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 COURSES IN HUMAN RESOURCES, EDUCATION, SOCIOLOGY OR PSYCHOLOGY OR 18 MOS. EXP. IN PREPARING INFORMATIONAL OR INSTRUCTIONAL PROGRAMS; 18 MOS. TRG. OR 18 MOS. EXP. IN PUBLIC SPEAKING OR EFFECTIVE COMMUNICATION SKILLS; 3 MOS. TRG. OR 3 MOS. EXP. IN OPERATING AUDIO-VISUAL EQUIPMENT.

-OR ALTERNATIVE, EQUIVALENT EVIDENCE OF THE MAJOR WORKER CHARACTERISTICS NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

MAY WORK FLEXIBLE HOURS; MAY REQUIRE TRAVEL.