

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Trainer

**SERIES NO.:**

6465S

**MAJOR AGENCIES:**

Secretary of State, only

**EFFECTIVE DATE:**

07/01/1993

The purpose of the trainer occupation is to develop and/or present instructional programs for state employees.

**CLASS TITLE:**

Trainer

**CLASS NUMBER:**

64651S

**EFFECTIVE DATE:**

07/01/1993

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of management science in order to plan, schedule & conduct training programs.

<b><u>CLASS TITLE:</u></b> Trainer	<b><u>CLASS NUMBER:</u></b> 64651S	<b><u>BARGAINING UNIT:</u></b> 40
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**EFFECTIVE DATE:**

07/01/1993

**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.)

Plans, schedules & conducts training programs (e.g., schedules employees to attend sessions; schedules teachers to conduct sessions; prepares materials & teaches sessions; obtains training materials, equipment & supplies; assists outside or higher-level trainers in conducting sessions).

Prepares fliers &/or correspondence to announce training programs; maintains records of training programs offered & participants in each; attends meetings & in-service training sessions; serves on departmental committees.

**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 dealing with foundations of learning, transfer, motivation & evaluation. Skill in operation of audio-visual equipment\*. Ability to deal with some abstract but mostly concrete variables; write training instructions; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects; analyze & communicate concepts in area of training.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 courses in human resources, education, sociology or psychology or 9 mos. exp. in preparing informational or instructional programs; 9 mos. trg. or 9 mos. exp. in public speaking or effective communication skills.

-Or equivalent of minimum class qualifications for employment 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.