

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b>CLASSIFICATION SERIES:</b> Trainer	<b>SERIES NO :</b> 6465T
	<b>MAJOR AGENCIES:</b> Treasurer of State only	<b>EFFECTIVE DATE:</b> 1-23-94

**SERIES PURPOSE:**  
 The purpose of the trainer occupation is to develop & present training programs for state employees.  
 Incumbents assess training needs & develop & present training programs.

**CLASS TITLE:**  
 Training Officer

**CLASS NUMBER:**  
 64652T

**EFFECTIVE DATE:**  
 1-23-94

**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.

<b>CLASS TITLE:</b> Training Officer	<b>CLASS NUMBER:</b> 64652T	<b>BARGAINING UNIT:</b> EX
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**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE 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 employees to attend sessions; schedules teacher 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 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 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.