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

EFFECTIVE DATE: 09/22/1991

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.