



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 0816

Phone: (701) 328-3290

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**TRAINING AND DEVELOPMENT ADMINISTRATOR**

GRADE M

**SCOPE OF WORK:**

Work involves administering the State's human resource training function and providing programs to support the training and development of state employees. The position assigned this class is in the Human Resource Management Division of the Office of Management & Budget.

**DUTIES PERFORMED:**

- Develop and conduct needs assessments, organize and conduct focus group meetings, and meet with agency personnel to determine training needs.
- Determine training programs to be offered, who will present the programs, how material will be developed and presented, and the costs of the programs.
- Advise and assist other state agency training officers in developing training programs; recommend various trainers, programs, and materials that a requesting agency may use in their program development.
- Develop requests for proposals, determine contract providers, and authorize and monitor contracts.
- Research and recommend current technology, equipment, and software for use in the presentation of training programs.
- Develop and/or conduct courses, workshops, seminars, and other presentations on a variety of subjects.
- Direct and supervise activities within the training section; plan, assign, and monitor the work of assigned staff.
- Monitor the recordkeeping for the training function; monitor the state employee training revolving fund.
- Evaluate training effectiveness, determine areas requiring improvement, and implement changes.
- Assist in other human resource projects as requested by the director.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree and four years of work experience in developing, implementing, and presenting training programs as part of a major human resource training function in a large organization. The work experience must have included supervisory responsibility.

Eff. Date: 8/89

Rev: 5/97 - Class reviewed, rewritten, and grade changed

Rev: 10/03 – Changed class code from 0805 to 0816

Rev: 9/04 – Revised scope of work and duties performed; reviewed factoring

Rev: 7/12 – Conversion to Hay System