



TRAINING OFFICER

SCOPE OF WORK:

Work involves researching, planning, developing, coordinating, and presenting training to employees or other individuals and groups.

DUTIES PERFORMED AT ALL LEVELS:

- Conduct needs analysis to determine training requirements of the organization.
- Research, evaluate, and implement various training methodologies.
- Research, develop, and present training courses and related materials and/or coordinate training with outside training vendors or consultants.
- Monitor and evaluate effectiveness of training and/or training methodology.
- Operate and maintain a variety of training equipment.
- Serve as a resource for management regarding training issues.

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

TRAINING OFFICER I
GRADE K

0818

LEVEL DEFINITION:

Work at this level typically involves courses in limited subject areas with some or the entire training course being developed by the incumbent. Work is generally characterized by providing training within an agency to its employees. Training programs are generally of a narrower scope than at the II level.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and two years of work experience in developing and presenting training courses or six years of work experience in developing and presenting training courses. At the time of recruitment, the hiring agency may specify a degree specialty and/or teaching credentials to conduct training in a specialized subject area.

TRAINING OFFICER II
GRADE L

0819

LEVEL DEFINITION:

Work at this level typically involves courses in broad subject areas and are seldom repeated. Course development requires extensive research of subject material. Positions at this level may direct the activities of a large training function and/or supervise other staff. Work is different from the I level in that assignments frequently require adaptations or interpretations of available guidelines and established training procedures for a wide variety of courses or the development of varying approaches, methods, or techniques. Training programs are generally provided within and outside an agency, have a broader scope, and entail more extensive development and research activities.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Develop an agency plan for achieving training requirements; recommend changes to an agency training program.
- Provide input to the budgeting process relative to training costs.
- Develop methodology to be used in evaluating training.
- Develop training standards based on organizational goals and objectives.
- Interpret and apply laws, rules, regulations, policies, and procedures in development of training courses.
- Design advanced instructional development techniques (distance learning or computer based training).
- May serve in an advisory capacity to agency training committees.
- May provide limited supervision and/or consultation to other staff members.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and four years of work experience in developing and presenting a variety of training courses or eight years of work experience in developing and presenting complex training courses. At the time of recruitment, the hiring agency may specify a degree specialty and/or teaching credentials to conduct training in a specialized subject area.

Effective: 3/79

Rev: 6/88 – Updated format, changed minimum qualifications

Rev: 6/95 – Reviewed grades, updated format, duties, and minimum qualifications

Rev: 10/03 – Reviewed grades; updated scope, duties, levels, and minimum qualifications; deleted one level

Rev: 7/12 – Conversion to Hay System