

CLASS TITLE: COORDINATOR OF EMPLOYEE TRAINING

Class Code: 02734500
Pay Grade: 38A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration, certification and quality control of employee training statewide; to develop and coordinate with line agencies new and expanded training opportunities; to assist and advise appointing authorities in their preparation and conduct of such programs; to be responsible for the final certification of the Municipal Police and Fire Incentive Pay Program and the so called College Incentive Pay Program for certain state law enforcement agencies; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of the Associate Director with wide latitude for the use of independent judgement; work is reviewed for conformance to policies.

SUPERVISION EXERCISED: Plans, organizes, coordinates and directs the work of a staff of technicians and clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration, certification and quality control of employee training statewide; to develop and coordinate with line agencies new and expanded training opportunities in the areas of management skills, supervisory skills, technical and clerical office skills (word processing, micro-computers, etc.) and technical program skills; to assist and advise appointing authorities in their preparation and conduct of such programs.

To work with the various colleges in coordinating certification of college courses acceptable in the so called College Incentive Pay Program.

To work with the representatives of the various Municipal Police Departments, the State Police, the ACI and the State Drug Control Unit in organizing, coordinating and developing methods of application for the so called College Incentive Pay Program.

To be responsible for planning, organizing, coordinating and directing the work of a technical staff engaged in:

providing technical assistance to operating officials and supervisors in identifying training needs, in planning content of training programs, in the use of training procedures and techniques, in developing training material and in evaluating the results of training; preparing course announcements, training bulletins, outlines, handbooks, aids, manuals and other instructional materials for use in programs; performing necessary research for programs; obtaining visual aids such as films and slides; maintaining records and controls in connection with training courses; demonstrating teaching methods; collecting information on and making studies of training needs; preparing reports of training activities; and preparing bibliographies of all available teaching and instructional material.

To train officials and supervisors in the selection and use of effective training methods and techniques.

To meet with representatives of educational institutions in order to develop and foster the interest and cooperation of these institutions in providing courses to meet the needs of state government employees.

To recommend revisions of policies and procedures relating to In-Service Training Program or revisions of the Personnel Rules as they affect the In-Service Training Program.

To prepare special reports on complex matters of the In-Service Training Program, reports of progress, annual reports and other reports as required.

To foster interagency coordination.

To develop plans and programs for career path training.

To make recommendations for a performance appraisal program.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of public personnel administration; a thorough knowledge and understanding of the objectives and accomplishments of In-Service Training, and its role in public personnel administration and its relationship to other phases of public personnel administration; a thorough knowledge of the subject matter, methods, procedures, tools, aids, etc. employed in the In-Service Training field; the ability to provide leadership and quality control to conduct surveys of training needs, to analyze them and to develop programs to meet these needs; the ability to prepare or to direct the preparation of handbooks, manuals and lesson plans and to develop visual aids and other instructional material to meet training needs; the ability to plan, organize, coordinate and direct the work of technicians and clerical assistants engaged in the development and maintenance of an In-Service Training Program; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in an administrative and supervisory position in a public agency or in private industry which has involved the application of in-service training principles, methods and techniques; professionally teaching various courses in a public educational unit or private educational institution and through administration of large sums of public funds; and through the development of human and other resources available to aide in the training process.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 21, 1986

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