

CLASS TITLE: TRAINING SUPERVISOR

Class Code: 02730400

Pay Grade: 26A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, supervise and coordinate the work of a staff engaged in developing and conducting a comprehensive in-service employee training program for a large state department or agency; to make periodic evaluations of departmental or agency programs relative to determining training needs; to coordinate this in-service training program with the statewide in-service training program directed by the Personnel Administrator or his representative; and to do related work as required.

SUPERVISION RECEIVED: Work is performed under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed upon completion for results obtained and conformance to agency policies and objectives.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of a technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, supervise and coordinate the work of a staff engaged in developing and conducting a comprehensive in service employee training program for a large state department or agency.

To coordinate this in-service training program with the statewide in-service training program directed by the Personnel Administrator; and to cooperate with him, or his representative, in the development and maintenance of an effective in-service training program for the department or agency.

To make periodic evaluations of departmental or agency programs relative to determining training needs, independently, or in consultation with supervising personnel or subject matter specialists.

To prepare or procure training materials, such as manuals, tests, charts, tools or data for specific training projects or programs.

To develop training methods and techniques for implementation of new departmental or agency programs.

To perform research for training programs and to provide the instructors with all data and visual aids necessary for proper instruction of trainees.

To schedule departmental or agency training activities.

To conduct training sessions, or to arrange for subject matter specialists to conduct training sessions.

To attend staff meetings and acquaint supervisors with proposed training plans.

To plan and organize course content for specialized agency needs in cooperation with appropriate subject matter specialists.

To evaluate, independently, or with the assistance of supervising personnel, the effectiveness of in-service training programs in improving employee work performance.

To prepare pamphlets containing information of proposed training programs and disseminate to all employees.

To prepare special reports on the training program, progress reports and other reports as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of educational principles and practices, teaching methods and use of visual aids as commonly applied in an in-service employee departmental training program; the ability to conduct surveys of departmental training needs, analyze

them and develop programs to meet these needs, independently, or in consultation with supervising personnel or subject matter specialists; the ability to develop visual aids and other instructional material to meet training needs; the ability to prepare, or supervise the preparation of, training manuals, tests, charts, or data for specific training projects or programs; the ability to evaluate, independently, or with the assistance of supervising personnel, the effectiveness of in-service training programs in improving employee work performance; the ability to plan and supervise the work of subordinates; the ability to prepare reports containing findings, conclusions and recommendations; the ability to communicate with groups, either orally or in writing; the ability to establish and maintain good working relationships with departmental employees; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Education or Psychology; and

Experience: Such as may have been gained through: employment as an in-service training officer in a state department, or in private industry, which has involved assisting in planning, directing and carrying out an organized in service employee training or staff development program.

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

Class Created: January 31, 1965

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