

TRAINING OFFICER-CONFIDENTIAL

II. DEFINITION

TRAINING OFFICER-CONFIDENTIAL

This is professional work related to the development of training programs. Positions allocated to this job title develop, promote, conduct, and implement training programs involving a variety of technical, professional, supervisory, and clerical courses for employees and agency-specific programs. Work is performed under general supervision.

Examples of work perform include, but are not limited to:

- Prepare and conduct induction and refresher training programs related to orientation, work procedures, rules and regulations, and basic principles of supervision
- Study and analyze operations to determine training needs
- Plan training programs
- Prepare manuals, bulletins, and training materials
- Select, analyze, and devise tools, methods, and techniques for presenting training programs
- Review training programs and submit recommendations for changes and modifications
- Review in-service, on-the-job training programs, as submitted by institutions
- Develop agency-wide training programs, policies, procedures, outlines, and manuals
- Plan and conduct inter-agency clearinghouse services in the training field
- Develop recommended standards for internships and on-the-job trainee and work/study programs
- Develop and adapt materials for institution use in training
- Develop training inventories and performance evaluations
- Conduct middle-management training programs
- Instruct supervisory personnel in the techniques of training
- Assist in the training of other trainers
- Coordinate off-the-job training programs
- Review agency proposals in relation to training needs and standards
- Select and direct distribution of films, slides ,and other visual training materials

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Training Coordinator