

TRAINING OFFICER SERIES

I. DEFINITIONS

TRAINING OFFICER

Positions allocated to this job title develop, promote, conduct, implement, and evaluate training programs within the University of Wisconsin or training programs provided to other public and private sector organizations and individuals outside of the University of Wisconsin. Positions prepare and conduct programs for employee orientation, basic supervision, public relations, safety and other program areas; arrange for and coordinate the presentation of basic technical, professional, supervisory and administrative support training; develop and provide classroom, on-line, and other forms of training; analyze and identify training needs; prepare manuals, bulletins, and training materials; review training programs and recommend changes and modifications; develop agency wide training programs, policies and procedures; develop standards for agency internships, on-the-job training and work study programs; develop training inventories and performance evaluations; train other trainers; represent the agency on the statewide Training Council; and may coordinate the work of other Training Officers. Work is performed under general supervision.

TRAINING OFFICER – SENIOR

Positions allocated to this job title develop, coordinate, and administer training programs of divisions or agencies involving stipend and tuition refund programs, benefit programs, management development, supervisory training, technical skills training, engineering or other areas of professional training, student or intern training, and continuing education training. Positions exercise considerable independent judgement in making decisions regarding the nature and content of agency programs. Personal contacts are with the highest level managers within the University of Wisconsin to develop the training objectives of the UW and identify organizational training needs. Positions direct the University of Wisconsin training program, act as a training consultant for other state agencies, and participate in planning and budgeting for staff development. Work is performed under general supervision.

II. QUALIFICATIONS

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

III. RELATED TITLES

Training Coordinator, Training Officer Supervisor