

Market Range Detail - Workforce Development Trainer

Effective Date

March 19, 2012

Market Range Title Description

The purpose of this position is to provide career development and job skills training to job seekers and program participants, and to respond to internal staff training and business customer needs including designing, developing curricula, presenting materials, promoting and publicizing training classes and workshops, and related training functions.

Conduct instruction of training classes and workshops, including career counseling theory, career development models, and job seeking skills. Design and develop curricula; prepare training materials; set and coordinate schedules; maintain records; write reports; and evaluate workshops and training sessions. Support Division objectives by staffing the computer lab and career center; participate in center activities; and other duties as assigned. Conduct outreach and recruitment by promoting and publicizing training classes and workshops. Facilitation/instruction of training classes and workshops on a wide variety of topics requested and required by department. Research new curricula and incorporate into service delivery. Identify customer's needs and align training facilitation to meet those needs. Research best practices and existing curricula in order to design the best product possible. Continue to engage in training processes to enhance the adult learner's experience in each classroom, moving through various adult learning models and modalities to best maintain attention and engagement of the target audience. Design and develop curricula; prepare training materials; set and coordinate schedules; maintain records; write reports; and evaluate workshops and training sessions. Provide corporate level facilitation/instruction of training classes and workshops on a wide variety of topics as requested by business customer. Research best practices and existing curricula in order to design the best corporate level product. Research new curricula and incorporate into service delivery. Identify business customer's needs and align training facilitation to meet those needs. Continue to engage in training processes to enhance the adult learner's experience in each classroom, moving through various adult learning models and modalities to best maintain attention and engagement of the target audience. Design and develop corporate level curricula; prepare training materials; set and coordinate schedules; maintain records; write reports; and evaluate workshops and training sessions.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$19.55	\$23.53	\$27.50

Likely Minimum Qualifications

- Bachelor's Degree in Education, Social Work, Psychology, Business or related field.
- Two (2) years of professional level experience as a trainer or facilitator in a classroom setting, which includes the development of curriculum and/or lesson plan.
- Professional level experience as a trainer or facilitator, which includes the development of curriculum and/or lesson plan may be substituted for education on a year-for-year basis.

Working Titles

- Workforce Development Trainer

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.