

Market Range Detail - Training Officer

Effective Date

April 30, 2012

Market Range Title Description

POSITION OVERVIEW

Administers and directs a department's training and development programs by performing a broad range of advanced level professional and lead training work, requisite in overseeing and coordinating training programs designed to have significant impact on a department.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent training position in a department whose training programs and staff do not merit a Training Supervisor. This lead level class handles the implementation of the entire training strategy for a department.

ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

This includes the development of curricula and materials, preparation and implementation of training programs for a variety of audiences. Audiences might include internal department staff, external department county staff, businesses, community action groups, non-profit organizations, and citizens at large.

- Develop, organize, and coordinate training programs designed to advise, and assist management in implementation of strategic activities and organizational goals.
- Perform comprehensive training program needs assessments to meet established priorities and ensure training curricula and instruction accomplishes desired goals.
- Develop, establish and maintain report/metric requirements designed to self-audit program effectiveness.
- Develops student evaluation instruments to support instruction and the evaluation of test results; make recommendations for evaluations, certificates and necessary documentation
- Highest level training typically will include instruction on compliance with local, state and federal regulations, requiring consistent updating to maintain relevancy and accuracy.
- Where necessary, network, institute, and maintain contacts with community groups and county officials to meet public outreach goals through the administration of comprehensive training initiatives.
- May oversees the preparation, design and deliverance of specialized, pre-service, and continuing education training programs in a certain area of instruction or compliance, responsible for maintaining expertise in said area of responsibility
- Obtains necessary equipment, space and other resources necessary to conduct training
- Confers with and represents the department and the County in meetings with staff from other departments, representatives of governmental, community, business, professional and public agencies and the public.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team
- May direct the work of staff.

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.

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Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$24.87	\$30.28	\$35.69

Likely Minimum Qualifications

- 3 years of professional training experience
- Bachelor's degree in human resources, communications, education, public relations, public administration or a related field

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