

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Training Officer	<u>CLASS NUMBER:</u> 60012	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Human Resources/Training & Development	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> 060314
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Sr. Human Resources Administrator (060310)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Training Officer classification is to provide quality professional training and development programs to employees through effective course design, engaging facilitation, evaluation, effective instructional materials, and adult learning reinforcement strategies.

JOB DUTIES:

Independently analyze, evaluate and determine training needs for County Commissioners and non-Commissioners agencies. Meet with supervisor to discuss and determine what training classes should be conducted for internal staff. Under the instruction of supervisor, assistant director and director, meet with agency directors and other management staff to discuss specific training needs and new training programs.

Develop and administer training in specified subject areas for the Commissioners and non-Commissioners employees. Develop, edit, update and revise instructional materials (e.g., manuals, brochures, videos, PowerPoint presentations, and other materials for training use). Prepare and update lesson plans in training topics.

Prepare training agendas, programs, and sessions (e.g., conduct workshops) through use of instructional materials and aids and monitors and evaluates program effectiveness. Provide assistance training during orientation for new employees as directed by supervisor, assistant director and director. Respond to verbal or written inquiries on training activities from other governmental entities or from internal staff.

Perform various documentation tasks regarding training activities (e.g., compiling training data, prepare correspondence and disseminate information regarding course materials). Prepare course descriptions and one-liners. Schedule training courses offered. Attend meetings, outside training, and seminars. Participate in budgetary issues that pertain to training matters. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; employee training and development; human resource development; public relations; agency policies and procedures. Skill in word processing; dictation; equipment operation. Ability to carry out detailed but basic written or oral instructions; deal with some abstract but mostly concrete variables; add, subtract, multiply and divide whole numbers; complete routine forms; maintain accurate records; use proper research methods in gathering data, and write training instructions; gather, collate and classify information about data, people or things; work alone on most tasks; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in public relations, human resources, communications, or related field with two (2) years of human resources, communications, or related experience.

Additional requirements:

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date