

**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 Job & Family Services - West	<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> Varies
<u>POSITION LOCATION:</u> 314 N Wilson Rd, Columbus, OH 43204	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Administrative Officer (100160)
<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:

Analyze, evaluate and determine current and future training needs for agency staff. Develop, prepare and conduct training curriculum, set training goals and plan training objectives. Schedule training and coordinate internal external training activities. Prepare and present training program utilizing a variety of media, resources, visual aids, and presentations, videos, including the creation of training materials such as desk aids, worksheets, manuals, quizzes, tests and assessments. Prepare and maintain training environment with appropriate supplies and equipment required for training. Make changes in curriculum and training materials to improve training quality and effectiveness. Assess performance of training participants and provide feedback to agency management staff on the skill development of training participants. Create and collect participant and management staff evaluations of training effectiveness. Monitor and approve attendance at scheduling trainings.

Perform case management and administrative tasks such as scanning documentation, filing, copying and compiling training resources, and assigning and closing cases. Review accuracy of case management determinations and provides feedback regarding accuracy to agency staff. Provide information in response to questions from staff, general public, and/or outside agencies regarding agency operations and programs. Act as a consultant to agency staff in the development of on-the-job training curriculum and materials. Assist in evaluating proposals for training programs purchased for outside the agency.

Participate in internal and external committees as assigned. Conduct new hire interviews as needed. Make selection and hiring recommendations. Prepare departmental reports and other statistical data as needed. Maintain unit logs. Attend and participates in workshops, training seminars and training meetings. 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 management; workforce planning; employee training and development; public relations; human relations; agency policy and procedures. Skill in word processing; equipment operations. Ability to understand practical field of study; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; originate and/or edit articles for publication; gather, collate and classify information of data; cooperate with co-workers on group projects.

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

Must meet background check requirements.

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