POSITION DESCRIPTION

AGENCY/DEPT ID Department of Administrative Services DAS301620		
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Learning & Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20014817

☐ Reclassification ☒ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
EAP Training Officer	See Table of Organization

☐ Permanent ☐ Temporary ☒ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☐ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Training Officer

JOB CODE 64652

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Independently assesses training needs for Department of Administrative Services (DAS), Office of Learning and Professional Development (OLPD) for state agencies: conducts research & benchmarks with other (DAS) (OLPD) training program managers to assess & enhance OLPD training; assesses training needs through various methods (e.g., surveys, program evaluations, agency request & current trends); develop, redesign &/or modify existing course materials, training aids & evaluation tools to measure training effectiveness to ensure program meets criteria for an adult learning curriculum consistent with learning objectives; consults with OLPD Administrator in assessing training priorities; understands & applies best practices, current trends & assessment tools into delivery of training courses to maximize effectiveness of learning; recommends curriculum expansion (e.g., revisions &/or enhancements &/or additional courses to training curriculum).	**Knowledge of:** (1) agency policies & procedures*; (2) customer services; (3) public relations; (4) training & organizational development. **Skilled in:** (5) operation of personal computer & related software (e.g., MS Word, Excel, PowerPoint, Outlook); (6) operation of audio visual & training equipment & presentation software (e.g., projector, laptop computer); (7) conducting needs assessments. **Ability to:** (8) originate routine business letters reflecting standard procedures; (9) Prepare meaningful, concise & accurate reports; (10) public speaking & presentation before specialized audiences (i.e., management & employees) & general public; (11) gather, collate & classify information about data, people or things.
30	Plans, schedules and coordinates training programs (e.g., coordinates training schedule, prepares training aids and materials). Provides consultation and technical assistance to EAP staff regarding development of training materials and content; serves as liaison with subject matter experts regarding instructional design; adheres to EAP policies and procedures governing EAP program operations &/or implementation of new training programs; collaborates with EAP supervisor and EAP staff to plan and develop the behavioral health regional training calendar activities and annual EAP Retreat &/or conference (e.g., identifies location, coordinates registration and promotional displays and prepares, reviews and revises training materials).	**Knowledge of:** 1, 2, 3, 4 **Skilled in:** 5 **Ability to:** 8, 9, 10, 11 *Developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	6-28-12

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301620

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Learning & Professional Development	Franklin

POSITION NUMBER 20014817

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USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
EAP Training Officer	See Table of Organization

☐ Permanent ☐ Temporary ☒ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Maintains records & reports related to training activities (e.g., prepare correspondence, compiles training data, disseminates information regarding scheduling and course materials, maintain records); attends staff meetings & coordinates other projects as assigned; conduct training classes for existing courses, as needed.	**Knowledge of:** 1, 2, 3, 4 **Skilled in:** 5 **Ability to:** 8, 9, 10, 11

JOB TITLE
Training Officer

JOB CODE
64652

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Steve Sauer	6-28-13