

TRAINING & DEVELOPMENT SUPERVISOR 1

KIND OF WORK

Advanced professional-supervisory coordination of employee development programs.

NATURE AND PURPOSE

Under administrative direction, an employee in this class performs supervisory and advanced level work and is responsible for independently handling the coordination of highly complex in-service and pre-service employee development programs in an institution or state department. The employee will develop, implement and manage employee development and training activities. Provides consultation to managers and supervisors to reach organizational goals and objects. Performs related work as required.

This class is distinguished from the Employee Development Specialist 3 class because it has increased delegated responsibility to administer training functions. An EDS 3 Supervisor is required to have direct authority or the authority to effectively recommend various functions such as hiring, transfers, suspensions, promotions, discharge, etc.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Interview and recommend the selection of prospective employees. Prepare probationary evaluations and determine if certification is appropriate. Provide positive reinforcement for above average performance. Recommend suspension or discharge when appropriate.

Develop work schedules and assign staff duties. Direct the writing of employee position descriptions. Approve the establishment of assigned work tasks and determine work priorities. Authorize overtime and approve or deny time off.

Recruit, train and monitor qualified instructional personnel to conduct appropriate training. Design and schedule training programs. Develop means of participant feedback to measure the value of training and competence of instructors.

To design, implement and supervise appropriate pre-service and/or orientation programs for trainees, new employees, volunteers, consultants and contractors so individuals are aware of policy and procedures and know their responsibilities while engaged at the agency/facility.

To design, revise and implement in-service training programs so that all staff improve their individual skill level and receive required mandatory training. Compare training efforts with those offered at other agencies, facilities and nationwide.

Locate and publicize training and educational opportunities in both public and private sector so that employees are knowledgeable of opportunities pertinent to them. Assist employees with locating desired career development programs and/or skill development programs so that their training needs are met.

Develop and manage a budget for training so that proper funds are available to adequately meet training needs. Publicize the training departments objectives and accomplishments.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Requires knowledge of training and development concepts, adult learning theory, training techniques and approaches.

Through knowledge of program evaluation methods.

Considerable knowledge of training resources and current trends in the field.

Knowledge of organizational and group theory.

Working knowledge of state government, relevant state and federal laws related to human resource practices.

Ability to:

Ability to identify and address issues faced by top management through innovative program design and problem-solving skills are essential.

Ability to effectively communicate both orally and in writing.

Ability to plan, organize and solve problems, set priorities and use time effectively.

Ability to develop and implement long and short range development plans.

Est.: 5/18/01
Rev.:

T.C.: 4/9/13
Former Title(s): Emp Devel Spec 3 Supv