

TRAINING & DEVELOPMENT MANAGER 1

KIND OF WORK

Managerial staff training and development work.

NATURE AND PURPOSE

Under general direction, performs planning, organizing, coordinating, and implementing activities to train, develop and maintain the job related knowledges and competencies of individuals in the agency; performs related work as required.

This classification differs from the Training Manager Senior because it does not have the responsibility for the same scope of programs, budget and staff. Training Manager Senior is found only in the largest agencies or with substantial and diversified programs.

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

Direct training activities for each division/section/unit within the agency and evaluate the results, prescribing modifications as appropriate to improve effectiveness and efficiency by reviewing training class evaluations from participants; by distributing training needs surveys to department managers and supervisors and analyzing responses; by contracting training consultants to assess training programs.

Supervise and conduct annual performance appraisals for subordinates to ensure activities of subordinate staff are consistent with agency goals and to produce accurate records of employee performance by: using department performance appraisal format and procedures, and knowledge of subordinate performance and fundamentals of management, leadership, and human relations principles.

Represent agency management in non-agency training and development activities to develop greater understanding of current developments and enhanced relationships with other units doing similar training work by using knowledge of training and development related theories and practice and ability to communicate in written and oral formats.

Analyze the agency's training and development needs, develop and oversee action plans or implementation strategies for training methods to produce new approaches suggested by changes in the organization or technology by using questionnaires for managers and supervisors; applying knowledge of managerial and planning principles, professional job analysis techniques, the organization of the agency, current developments in the field, and training and development concepts and techniques, including learning, group and organization theories.

Prepare and manage the training program budget to reach agency training and development objectives within budget allowances by using knowledge of business fiscal management principals and state accounting procedures.

Consult with supervisors and managers to provide greater understanding on training and development matters using knowledge and expertise in training and development and ability to communicate verbally or in writing.

Negotiate, authorize, manage, monitor, and evaluate private vendor contracts to provide the agency with services which are unavailable within the agency by using knowledge of contract liabilities, benefits and responsibilities; business and accounting practice; and the organization of the agency.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Adult learning theory, group and organization theories, managerial and planning principles, current developments in the field and of training and development concepts and techniques sufficient to formulate workable methodologies and curricula with high probabilities of success using new information applied in a manner consistent with known principles and sufficient to articulate own practice in professional manner and learn, understand, and apply and evaluate new methods and techniques as appropriate.

Fundamentals of management, leadership, and human relations principles sufficient to maintain ongoing positive relationships with subordinates, co-workers, administrative and executive officers, and non-agency personnel.

Business fiscal management principles sufficient to apply them in practice under most circumstances with rare mistakes.

Analyze the agency's training and development needs, develop and oversee action plans or Contract liabilities, benefits and responsibilities; business and accounting practice; and organization of the agency sufficient to recognize precedents and practice consistent with the agency mission.

Ability to:

Communicate in written and oral formats sufficient to transfer information to others efficiently and in an effective, timely fashion.

Est.: 01/91
Rev.:

T.C.: 7/1/96, 4/9/13
Former Title(s): NR Training Manager
Training Manager