NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Trainer	CODE: 64650C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from training officer supervisor or other higher-level administrator, assists in identifying training needs, developing programs, evaluating programs & procedures & developing or securing materials or institutional sources, & schedules, presents &/or assists in presenting programs within employing agency & to other agencies upon request; PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	17-37	Assists training officer or other higher-level administrator in identifying training needs & in analyzing & developing training techniques & programs (e.g., tours; orientation for new employees; general safety-related seminars & workshops; proper work procedures) & assists in securing or developing materials & instructional sources for same (e.g., obtains films & projectors; assists in preparing audio-visual aids, bulletin boards, handouts, displays).	Knowledge of (1) or human resources training & development employee training & development; ability to (2) deal with some abstract but mostly concrete variables, (3) calculate fractions, decimals & percentages, (4) analyze & communicate suggestions regarding training needs, materials & techniques, (5) gather, collate & classify information about data, people or things, (6) cooperate with co-workers on group projects.
2	55-75	Presents (e.g., utilizes audio-visual equipment) &/or assists in presenting, coordinates (e.g., prepares agenda, arranges lodging) & schedules training programs within agency &/or for other agencies upon request.	Knowledge of 1, (7) public relations*; skill in (8) operation of audio-visual equipment (e.g., film projector); ability to 2, 3, 5, 6, (9) handle sensitive trainer trainee relationships.
3	3-13	Performs various documentation & clerical-type duties (e.g., answers verbal & written inquiries regarding training, maintains filing system on training data, compiles statistics regarding program effectiveness, inventories supplies & equipment)	Knowledge of 1, 7*; ability to 2, 3, 4, 5.

(797)

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*Developed after employment

UNUSUAL WORKING CONDITIONS: May be required to work rotating shifts. May require over-night travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in human resources training & development or 100 hrs. training in employee training & development (or 1 mo. exp. in presenting informational, instructional or promotional talks/programs or speeches to public, private sector or governmental employees); or equivalent.

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