



CLASSIFICATION SPECIFICATION

CLASS NUMBER 60131

TRAINING OFFICER 1

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

Duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Training Officer 1 may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Training Officer 1 position is to teach information pertinent for clients and workers based on training program material developed by higher-level Training Officer, update manuals and training materials, research and develop scripts and materials for training sessions and attend training, conferences, and meetings concerning training and development issues.

Duties

Frequency: 60% +/- 20%

- I. Teaches or trains on information pertinent to clients and workers based on training program material developed by higher-level Training Officer.
 - A. Teaches skills to clients, (e.g., parenting skill, living skills, motivation, stress management, job search and retention).
 - B. Teaches skills to new, promoted, and current employees in groups as well as individually.

Frequency: 25% +/- 15%

- II. Updates manuals and training materials.

Frequency: 10% +/- 2%

- III. Researches and develops scripts and materials used in the training sessions.

Frequency: 5% +/- 3%

- IV. Attends training, conferences, and meetings concerning training and development issues.



**KSA'S FOR THE
JOB CLASSIFICATION OF
TRAINING OFFICER 1**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Office practices and procedures; State, Federal, & local laws, rules, and regulations regarding training practices; Teaching and Learning principles; Training and development practices; Employment counseling practices; Research methods; Social welfare issues.	Oral communication; Public speaking; Organization; Writing; Advising; Training.	Teach skills to new, promoted and current employees or clients; Extract information from various sources; Listen for problems or issues and provide responses or explanations; Counsel others involving complicated matters; Maintain accurate records; Prepare and deliver lectures; Prepare correspondence; Monitor the work of others; Train others; Work with the physically and mentally challenged; Explain legal or technical issues to others; Speak before an audience.
II	Office practices and procedures; State, Federal, & local laws, rules, and regulations regarding training practices; Training Program planning; Training Program development; Teaching and Learning principles; Training and development practices; English grammar and composition.	Writing; Organization; Operate photocopier.	Comprehend a wide variety of complex technical material; Interpret policies and procedures; Prepare correspondence; Give or exchange routine facts and information; Explain assignments, procedures, or situations to others; Update manuals and training materials; Operate photocopier.
III	Agency computer systems (e.g., CRIS-E); Teaching and learning principles; Training development and practices; Training transfer and evaluation; Employment counseling practices; Research methods; Social welfare issues.	Writing; Oral Communication; Organization; Computer skills.	Extract information from various sources; Listen for problems or issues and provide responses or explanations; Answer routine questions/inquiries; Understand manuals and verbal instructions; Interpret policies and procedures; Maintain accurate records; Handle contacts with outside agencies; Interpret technical material; Explain assignments, procedures, or situations to others; Develop training programs, scripts and other materials.
IV	Basic Agency functions, policies and procedures; Training Program planning; Training Program development; Teaching and Learning principles; Training and development practices; Training transfer and evaluation; State, Federal, & local laws, rules, and regulations regarding training practices.	Oral Communication; Organization.	Answer routine questions/inquiries; Work with others in developing new training programs; Interpret policies and procedures; Attend training, conferences and meetings concerning training and development issues; Give or exchange routine facts or information.



Minimum Qualifications

- Completion of undergraduate major core coursework in behavioral science or social science or other academic field relevant to client services or in education. Also requires one year of experience in the subject matter for which the applicant will be hired to provide training (e.g., parenting skills, living skills, motivation, stress management, job search and retention).

- Or two courses or twelve months experience in behavioral science, social science or education, two course or twelve months experience in communications, one course or six months experience in techniques of writing, and one course in typing, keyboarding or word processing. Also requires one year of experience in the subject matter for which the applicant will be hired to provide training (e.g., parenting skills, living skills, motivation, stress management, job search and retention).

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The incumbent is not responsible for the physical safety of others. Additionally, the incumbent works in an office setting where the probability of injuries is low.