

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Training Officer	<u>CLASS NUMBER:</u> 60012	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 80 E. Fulton Street Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday - Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Employee Development Admin (080269)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Training Officer classification is to provide quality professional training and development programs to employees through effective course design, engaging facilitation, evaluation, effective instructional materials, and adult learning reinforcement strategies.

JOB DUTIES:

Train all new hires on the specific departmental requirements that may also include: case management, computer training, policies and procedures. Prepare and process a training evaluation sheet on each person prior to their completion of probationary period and provide recommendations to management as to whether new hire should pass probation and/or have probationary period extended. Develop and design training curriculum for new hires. Coordinate agency training with other training programs offered by the county, state, or contracted providers. Coordinate with department managers and supervisors to provide responsive and comprehensive training that is relevant and consistent throughout the agency. Represent the agency in training workshops, seminars, and miscellaneous meetings. Assist staff with complex case management casework or problems. Responsible for maintaining classroom equipment and supplies, updates training curriculum as policies and procedures change. Attend internal staff meetings and is responsible for preparing a statistical report involving paternity and support establishment. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; employee training and development; human resource development; public relations; agency policies and procedures. Skill in word processing; dictation; equipment operation. Ability to carry out detailed but basic written or oral instructions; deal with some abstract but mostly concrete variables; add, subtract, multiply and divide whole numbers; complete routine forms; maintain accurate records; use proper research methods in gathering data, and write training instructions; gather, collate and classify information about data, people or things; work alone on most tasks; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in public relations, human resources, communications, or related field with two (2) years of human resources, communications, or related experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date