

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

<b><u>CLASSIFICATION TITLE:</u></b> Training Officer 2	<b><u>CLASS NUMBER:</u></b> 60013.1	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Human Resources/Training & Development	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N16	<b><u>POSITION CONTROL #:</u></b> 060016
<b><u>POSITION LOCATION:</u></b> 373 S. High St., 25 <sup>th</sup> FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Sr. Human Resources Administrator, Training (060009)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Training Officer 2 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:**

Independently analyze, evaluate and determine training needs for County Commissioners and non-Commissioners agencies. Meet with supervisors and HR staff to discuss and determine what training classes should be conducted for internal staff. meet with agency personnel to discuss specific training needs and new training programs.

Develop and administer instructor led in-person and virtual training in specified subject areas for the Commissioners and non-Commissioners employees. Develop, edit, update and revise instructional materials (e.g., manuals, brochures, videos, PowerPoint presentations, and other materials for training use). Prepare and update lesson plans in training topics. Create, maintain and deliver important new hire training information as New Hire Facilitator. Prepare training agendas, programs, and sessions (e.g., conduct workshops) through use of instructional materials and aids and monitors and evaluates program effectiveness.

Create, review, revise, and maintain eLearning content. Instruct employees on how to navigate the LMS and access LMS learning material. Provide troubleshooting support to employees. Provide customer support by answering key questions of learners and department teammates. Serve as a subject matter expert and advisor on LMS functionality and processes. Shares responsibility for testing system learning functionality in the LMS. Market LMS learning opportunities. Perform data analysis. Recognize trends and provide feedback to training management and LMS implementation team.

Perform various documentation tasks regarding training activities (e.g., compiling training data, take attendance, prepare correspondence and disseminate information regarding course materials). Prepare course descriptions and one-liners. Schedule training courses offered. Attend meetings, outside training, and seminars. Participate in budgetary issues that pertain to training matters. Facilitate virtual training classes using the platforms of Microsoft TEAMS and ZOOM (screen sharing, create and publish class polls, breakout rooms, access reports). Be proficient with the program features of Microsoft TEAMS and ZOOM. Manage chat feature conversations. Use adult learning strategies to develop new learning experiences to help employees improve job skills. Maintain and monitor class engagement.

Serve as contracted Agency Liaison and Project Manager. Duties may include managing the salary survey project; interpret and analyze data and make independent decisions to arrange/match data reporting. Create professional correspondence, meet strict project deadlines. Track project working hours, attend meetings with Executive staff to report progress, ask questions, receive feedback. Always maintain professional image. Organize all data/documents for access by Executive staff.

Charitable Campaign Liaison and Operation Feed Planning Coordinator responsible for collaborating on charitable campaigns. Create and distribute campaign information, develop planning sessions, communication and marketing strategies, recruit volunteer coordinators, track pledges and summarize activities, collaborate with County Administration and non-profit personnel to ensure successful campaigns. Answer campaign questions, attend bi-weekly meetings to plan future events and report progress, brainstorm ideas with planning committee.

Employee Portal Administrator; Create layouts, designs, select graphics, and create content for portal announcements; Create county wide E-blasts. Collaborate with the Data Center web team regarding portal. 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: Five (5) years' experience developing, delivering, and accessing employee centric curriculum; human resource development.

**Additional requirements:**

No special license or certification is required.

**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.

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Employee Name

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Employee Signature

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Date