



**Title: Human Resources Trainer**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to administer District-wide training and the employee development plan. This is accomplished by designing employee training, orientation, education, and staff development programs, delivering internal training sessions, implementing and administering the District’s employee development program, facilitating course instruction, assembling training materials, maintaining the training calendar and webpage, coordinating external training vendors, maintaining the training database, providing front-line email and phone support for training inquiries, informing employees of training programs through emails, implementing and evaluating effectiveness of training programs, and consulting with and advising department managers in formulating training plans.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	L	Administers District-wide employee development program by designing and developing training courses, reviewing, evaluating and selecting training and educational materials, reviewing and recommending external training classes, coordinating external training vendors, tracking vendor payments and invoices, attending professional and educational networking events, maintaining professional training memberships, recommending learning strategies and programs, developing the corporate training calendar, and monitoring district-wide training budgets and expenditures.	40%
2	L	Facilitates internal training courses by conducting training sessions, setting learning objectives and designing performance solutions, scheduling personnel for training sessions, arranging for facilities and equipment, posting training announcements, tracking attendance, conducting follow-up evaluations, and measuring the impact of training and development programs.	35%
3	L	Provides career assessment, development services, and planning assistance by coaching managers in learning plans, advising on external educational and career development opportunities, researching information for department projects, and meeting	15%



		requirements and objectives of project plan. Serves as internal consultant by assisting employees in assessing their learning and development needs, coaching employees in development of individual learning plans, recommending courses for professional development, arranging training sessions and assisting with tuition reimbursement program,.	
4	L	Administer the District-wide training tracking database, ensuring that all course offerings are posted and available for employee enrollment. Ensure all employee training records are maintained through the training tracking database.	10%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Public Administration, Human Resources Management, Organizational Development, Psychology, Sociology or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of three (3) years of experience in organizational development, training, and curriculum design.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above.



	However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• English grammar, punctuation, spelling, and usage.</li> <li>• Effective communication, presentation, and facilitation methods.</li> <li>• Adult learning principles.</li> <li>• Required/mandatory state and federal requirements.</li> <li>• Training resources and equipment.</li> <li>• Platform presentation and questioning skills.</li> <li>• Principles and practices of employee training and development.</li> <li>• Effective written and oral communication.</li> </ul>

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul>



**ABILITIES**

- Research, design, implement and update curriculum aligned with District’s vision, values and goals
- Prioritize and deal with conflicting workload requirements.
- Communicate professionally with all levels of management
- Read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials.
- Apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical solutions.
- Read, analyze and interpret agency policies, professional journals, technical publications and government regulations.
- Write reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from groups, managers, customers, and the general public.
- Deal with difficult people and situations.
- Learn agency and departmental operating policies, procedures, systems, methods, and tasks, including drug and alcohol testing programs.
- Organize information clearly and precisely.
- Learn system processes related to department and job.
- Extract statistics and written information from reports and transfer to other documents.
- Uses of varied visual delivery media and their incorporation into training materials and delivery.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; observing worksite; observing work duties; communicating with co-workers
Sitting	C	Desk work; meetings
Walking	F	To other departments/offices; around work site
Lifting	O	Supplies; equipment
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment; tables and chairs
Reaching	O	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	F	From computer to telephone
Climbing	F	Stairs
Balancing	R	On step stools
Vision	C	Reading; computer screen
Hearing	F	Communicating via telephone/radio; to coworkers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	N	None
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, copier, fax machine, projector, DVD player, vehicle, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.