

Code: 1359  
Administrative Service  
Statistical, Technical and Analytical Group  
Personnel Series

CLASS TITLE: **Training Officer**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class provides employee training and development services in a department with diverse training needs; and performs related duties as required.

ESSENTIAL DUTIES: Determines staff training needs through consultations with managers and the administration of training needs assessment surveys; researches subject areas and studies materials in order to develop new training programs or to incorporate new information into existing programs; prepares program materials including training outlines, instructional modules and visual aides for use in the presentation of training programs; conducts training sessions on a variety of topics to meet the training needs of staff; arranges for guest lecturers and schedules class times, locations and staff for special training classes; reviews evaluations and suggestions made by program attendees and incorporates changes to improve curriculum; reviews and recommends approval of employees' requests to attend Department of Personnel training classes; conducts new employee orientation programs; researches and evaluates seminars and training sessions offered by consultants and recommends suitability for department employees; coordinates work efforts with consultants and training vendors providing specialized and technical training to departmental employees; prepares the department's training budget; prepares work reports on training activities.

RELATED DUTIES: May supervise staff engaged in preparing and disseminating informational materials on training and staff development programs; oversees clerical staff engaged in registering training participants, reproducing training materials, maintaining training records and performing other clerical support duties; may administer the department's tuition reimbursement program.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by three years of training or teaching experience, or an equivalent combination of training and experience.

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CLASS TITLE: **Training Officer** (Cont'd)

Considerable knowledge of training methods, practices and procedures.

Considerable knowledge of the techniques and procedures involved in the design and implementation of training programs. Considerable knowledge of educational theory and practices.

Ability to develop and implement new training programs. Ability to conduct needs assessments. Ability to write training manuals and related training materials. Ability to evaluate the effectiveness of training programs.

Skill in the application of training methods and techniques. Good skill in assessing training needs. Good research skills. Good presentation skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 2003  
City of Chicago  
Department of Personnel