CLASS TITLE:  **Training Technician II**

CHARACTERISTICS OF THE CLASS:  Under supervision, the class performs entry level professional training functions, coordinating and presenting training programs, workshops and seminars; and performs related duties as required.

ESSENTIAL DUTIES:  Assists in conducting training needs assessments of staff, delegate agencies and other client groups; searches various data sources to gather information on training topics; develops and prepares materials for use in training programs; conducts training sessions on a specific topic or subject area; participates in evaluating training programs and making recommendations for improvement; prepares and disseminates informational materials informing employees of staff development programs or publicizing available training programs to departmental clients; coordinates activities relating to the scheduling of presenters and guest speakers, the distribution of training materials and the preparation of training facilities; schedules employees for Department of Personnel training classes; maintains training records and prepares reports on training activities and accomplishments.

RELATED DUTIES:  Oversees clerical staff engaged in registering training participants, reproducing training materials, maintaining training records and performing other clerical support duties.

MINIMUM QUALIFICATIONS:

**Training and Experience.**  Graduation from an accredited college or university with a Bachelor’s degree supplemented by one year of training or teaching experience, or an equivalent combination of training and experience.

**Knowledge, Abilities and Skill.**  Knowledge of training methods, practices and procedures.  Knowledge of the techniques and procedures involved in the design and implementation of training programs.  Knowledge of educational theory and practices.

Ability to implement new training programs.  Ability to write training manuals and related training materials.  Ability to develop needs assessment tools.

Skill in the application of training methods and techniques.  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