



**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Training Coordinator	PAY GRADE: 16
DEPARTMENT: Human Resources	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
REPORTS TO: HR Manager	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: NA	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPROVED: <u></u> Department Head	<u>8-18-11</u> Date
<u></u> Human Resources Director	<u>8/22/11</u> Date

I. PURPOSE SUMMARY. To perform responsible professional-level work in developing, coordinating, and participating in specialized and general training and development, and employee-relations activities. Work is performed under the general supervision of the HR Manager with performance evaluated on the basis of results achieved.

II. ESSENTIAL DUTIES.

1. Develops and designs the County's training programs in support of the County's Human Resources Department and organization objectives. Tasks include, but are not limited to:
 - Plans, organizes, initiates, recommends, and facilitates training programs;
 - Defines and evaluates problem areas regarding personnel issues, and presents alternative solutions;
 - Conducts workshops, conferences, and other training sessions;
 - Conducts training needs analyses and determines training objectives;
 - Designs and develops guides and manuals required for each training program;
 - Designs skill based training programs in a logical and transferable manner;
 - Revises existing training programs;
 - Conducts train-the-trainer programs with other HR Staff;
 - Prepares and assists program instructors with teaching preparations such as program content, lesson plans, syllabus, and audio visual materials;
 - Consults with department managers and other management groups to analyze and determine appropriate training resources;
 - Monitors and evaluates training programs to determine effectiveness and additional needs and writes reports of program results;
 - Participates in training programs to remain current in the training and development field;
 - Advises County employees on curriculum materials and educational programs available;
 - Writes proposals for new training programs;
 - Evaluates the feasibility of specific training requests;
 - Responsible for administering outside contracts, program budgets, and program curricula.

2. Responsible for employee relations activities which may include: career counseling (employee coaching, mock interview and application review), team interventions, conducting human performance needs and analyses for training and non-training interventions; management consultation, 360 feedback; coordinating and conducting the New Employee

Orientation measuring its effectiveness; provides instruction at DASO and DACDC academies, and employee reward and recognition programming.

3. Conducts exit interviews and oversees the compilation, analysis and recommendations based on these exit interviews.
4. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

III. ADDITIONAL DUTIES. Assists, as needed, in other areas of HR activities.

IV. QUALIFICATIONS.

A. Education. Minimum Qualification(s) Required. Any combination of training, education, and work experience equivalent to a Bachelor's Degree in Human Resources, Public Administration, Business, Psychology, Adult Education, or a related field

B. Experience. Three (3) years professional-level work experience in training and development, including one year of experience with curriculum design and delivery, facilitating supervisory or management and professional development training programs including, but not limited to: leadership, diversity, communication, legal, and fair employment practices.

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications. PHR/SPHR Preferred.

F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). None

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of:

- Group dynamics and human behavior and the effects of both on members of a group.
- The principles, training methods, and techniques used in current training field practices.
- Training program development, monitoring, and control systems.
- Principles and practices of adult education.
- Learning theories and techniques as they apply to training.
- Performance management programs and employee counseling;
- Employee/workplace issues resolution;
- All employment and anti-discrimination/harassment laws and regulations.
- Cultural diversity and organizational impact;
- Organizational, problem solving, and consultative skills;

Ability to:

- Work cooperatively with all levels of employees, and with other governmental, educational and private agencies.
- Comprehend and make inferences from written materials in the English language.
- Communicate orally with other employees and the general public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Instructs others in a classroom setting.
- Prepare clear and accurate written documents and reports using proper business English sentence construction, grammar, and punctuation.
- Move light objects (less than 20 pounds) short distances (20 feet or less).

- Plan, organize, and coordinate activities to accomplish work assignments;
- Remain aware of changes in the work place and County operations, and analyze the need for modifications to or implementation of new employee development programs;
- Administer and interpret needs analyses;
- Recommend proactive strategies;
- Assist managers with the interpretation and application of County policies, personnel rules and procedures;
- Maintain training records and training materials

Skills in:

- Operation of standardized office equipment and equipment typically utilized in conducting training activities.

2. FREEDOM TO ACT.

The position is responsible for planning and carrying out the assignment, resolving most conflicts and interpreting policy in terms of established objectives. Work is reviewed for feasibility, compatibility with other work, or effectiveness in meeting expected results.

3. GUIDELINES AND JUDGMENT.

The position employs initiative and resourcefulness in deviating from traditional methods, or researching trends and patterns to develop new methods, criteria or proposed new policies.

4. PHYSICAL DEMANDS.

Light physical demands. Approximately 70% of the day is spent at a desk, 20% standing, and 10% moving to locations within the facility and on uneven surfaces at various field sites. Lifting and moving up to 20 pounds frequently for training supplies and 10 pounds handling files and reports frequently. Frequent use of a personal computer and telephone. Considerable flexibility to structure daily activities between sitting, standing, and walking.

5. WORK ENVIRONMENT.

Functions within an office environment with no notable environmental factors.

6. SUPERVISORY RESPONSIBILITY.

None

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

_____ *Employee*

_____ *Date*