

Code: 1528

Title: HUMAN RESOURCES TRAINING OFFICER

SUMMARY: This classification, reserved to the centralized County Human Resources Department, provides specialized training and development services to client departments. This classification also develops, monitors or coordinates specialized Human Resources programs and projects.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Develops and directs mandatory management training, specialized management training programs and other special-needs training for client departments;
Assesses effectiveness of training provided and modifies curriculum and/or materials to enhance effectiveness and value as appropriate;
Assures that training provided meets requirements of Federal, State, County and related laws, rules, regulations and policies;
Reviews grievances, appeals and similar sensitive materials to identify potential training needs and recommends action to Human Resources Director and County Administrator;
Documents training and development activities and provides reports to management;
Monitors Human Resources training budget;
Represents Human Resources Department at conferences, workshops, symposia and participates on committees, panels and related programs;
May develop and administer assessments for client departments to determine appropriate training.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of adult learning;
- principles and practices of management, supervision and training;
- laws, rules, regulations and court decisions applicable to Human Resources functions;
- current trends in training;
- principles and practices of program assessment, development and evaluation methodology;
- principles and practices of organizational behavior;
- application of data bases in program management.

Skill in:

- principles, methods, laws and regulations used in Human Resources management;
- public speaking, assessment interviewing and group facilitation;
- research, development and program evaluation;
- oral and written communications;
- database administration and word processing.

MINIMUM QUALIFICATIONS:

(1) A Bachelor's degree from an accredited college or university and four years of professional level experience in management or training.

OR

(2) Eight years of professional level experience in management or training.

OTHER REQUIREMENTS:

Licenses and Certificates: Position may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by the position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 04/08/98^(fn)
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