

CITY OF CHATTANOOGA

Classification Specification Title: Human Resource Trainer

Department: Human Resources

Pay Grade: GS.10

Supervision Received From: Dir. Leadership

FLSA Status: Exempt

and Professional Development

Established: 10/24/2005

Supervisory Responsibility For: None

Revision Dates: N/A

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for preparing, conducting, and evaluating Human Resources training programs. Writes literature and materials to be used in training programs and designs exercises to enhance lectures. Conducts training classes regarding Human Resources topics and internally developed processes and systems. Works under limited supervision.

SERIES LEVEL:

The Human Resources Trainer is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Confers with managers and supervisors to gain knowledge of work situations requiring training for employees.

Formulates teaching outlines and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. This includes instructor-led training and computer based training.

Selects and/or develops computer teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.

Maintains records and prepares statistical reports to evaluate the performance and progress of departmental employees under guidance during training periods.

Compiles data and analyzes past and current training requirements to prepare budgets and justify funds requested.

Coordinates established training courses with external training courses offered through community resources.

Keeps informed on new developments, methods, and techniques in the developmental training field.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited university or college in Human Resources, Training and Development, Education or related field and three (3) years experience in developmental training; or any combination of equivalent experience and education that provides the knowledge, skills, and abilities to successfully perform the essential functions of the position.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

Preferred:

Certifications as a facilitator of diagnostic or developmental assessments ie. MBTI, Gallup, Hogan, Birkman, DiSC

Trainer certifications from an organization such as ATD, CPTD, or CPTM

PHYSICAL DEMANDS:

Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.