

NEW CASTLE COUNTY GOVERNMENT

Number 1278

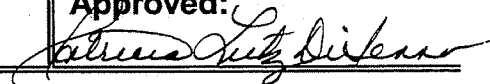
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Date 05/01/01

CLASS SPECIFICATION

Title: TRAINING ADMINISTRATOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional work in administering a large, department-wide program in the area of training, risk management, time and attendance oversight and productivity management; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides major assistance in the area of training, risk management, time and attendance oversight and productivity management for a large department. Under general supervision, the employee works with experienced judgement and discretion in handling related matters and assignments consistent with County policies and procedures. This employee exercises a substantial degree of independence in planning and organizing assigned work. Supervision is exercised over subordinate personnel.

EXAMPLES OF WORK: (Illustrative only)

- Oversees and conducts research and analysis in the area of risk management as it relates to lost time for a particular department;
- Drafts or revises departmental policies and procedures;
- Reviews and makes recommendations to management as to training needs;
- Coordinates activities in overlapping areas such as safety, loss control, employee assistance, employee relations, management, supervision and skill development;
- Conducts training on specific subject matters;
- Prepares necessary reports, briefs and correspondence in accordance with departmental policies and procedures;
- Coordinates with the Department of Administration, Office of Human Resources, on issues which impact the department County-wide;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Monitors and evaluates the effectiveness of procedures, policies and programs and makes recommendations as to policy changes or program changes in the areas assigned;
- Supervises, trains, instructs and evaluates employees;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

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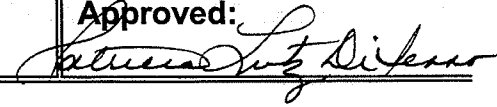
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CLASS SPECIFICATION

Date 05/01/01

Title: TRAINING ADMINISTRATOR

Approved:



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles, practices and methods of human resources administration; good knowledge of principles of governmental organization and administration; some knowledge of basic statistical principles; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with general managers, union officials, other employees, outside agencies and the general public; willingness to perform a variety of assigned tasks; tact and courtesy; ability to draw valid conclusions; thoroughness and dependability; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years experience at the professional level in the area of human resources administration and possession of a Bachelor's Degree from an accredited college or university with major course work in liberal arts, education, business or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established:	07/01/90
Revised:	01/24/95
Revised:	07/01/97
Revised:	11/01/97
Revised:	05/01/01