

TRAINING TECHNICIAN (PERSONNEL)

GENERAL STATEMENT OF DUTIES: Provides administrative support in the various training programs offered by the Westchester County Personnel Office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Personnel Officer, the incumbent of this class participates and provides administrative support in the planning, organizing, coordinating and arranging of various employee training programs designed to orient new employees, improve job skills and develop career growth. Work involves a good deal of contact with department heads (and/or their representatives) as well as with employees, in planning for training needs, scheduling, participation in some aspects of the training, and in conducting follow up. Writing skills for the preparation of training information is an essential function of this position. Partial supervision may be exercised over clerical support staff.

EXAMPLES OF WORK: (Illustrative Only)

Receives information from department heads and/or their representatives indicating their training needs, compiles the information and communicates it to the Assistant Personnel Officer in charge of training;

Distributes training manuals, pamphlets, memoranda, manuals and other material related to established training programs;

Schedules classes, lectures, conferences, demonstrations, internship assignments, and sends out appropriate notifications to participants;

Coordinates the orientation of new employees as to the general practices and procedures of Westchester County, and to advise them of the employee benefits available to them;

Insures the availability of audio-visual equipment, visual aids and other training material at scheduled training sites; and may operate this equipment as required;

Responds to requests for information regarding available training programs;

Performs various related administrative and clerical functions in support of the Training Program to insure its smooth and effective operation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices, methods and techniques used in the administration of a program for employee training and staff development; ability to communicate effectively both orally and in writing; ability to maintain detailed records and files supportive of program activities; ability to work effectively and cooperatively with others; sound judgment; initiative; resourcefulness; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and six years of administrative or staff experience involving the organization and scheduling of training programs, demonstrations, conferences or lectures.

NOTE: 30 credits* of post high school education may be substituted for each year of the above stated experience to a maximum of four years.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.