

<b>Job Class Code: 6250</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to develop, coordinate, and implement staff development training programs and conduct research and analysis to determine organizational development needs. The class is responsible for employee and/or volunteer skill development curriculum, in-person and web-based training, creation of training materials and correspondence, maintenance of record system, and the creation and analysis of training related reports and metrics. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Develops, coordinates, and implements training for new and existing employees and/or volunteers in association with skill development and/or the application of policies and procedures for an assigned department(s).
- May supervise staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Researches and studies policy and procedures; provides clarification for supervisors and other personnel as needed.
- Prepares and analyzes management reports to monitor training program activity and assess organizational development needs.
- Develops and facilitates staff development training curriculum; facilitates skill building training programs in classroom and web-based environments.
- Evaluates effectiveness of training programs and shares findings with management. Utilizes evaluation data to enhance training programs and/or develop new programs.
- Maintains record system and charts for area of responsibility; processes daily paperwork such as reports, correspondence, memos, training materials, and personnel information.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Attends or conducts staff, team, and other professional meetings and training classes to exchange information or provide skill-based educational programs; attends in-service training, professional seminars, or conferences to improve professional skills.
- Develops, maintains and orders training materials.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Counsels or instructs/trains others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; develops manuals and prepares complex reports; presents training programs.

<b>Mental Requirements</b>	Performs professional level work requiring the application of financial, legal, or managerial methods in the solution of financial, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in human resources, organizational development, training and development, business management, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards depending on department.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*