

**CLASSIFICATION:** TRAINING COORDINATOR

**Class Code:** 9468-21

**Date Established:** 07-01-79

**Occupational Code:** 7-3-3

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To plan, develop and conduct training programs for the purpose of enhancing staff effectiveness, clarifying policy, and improving agency services.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Analyzes training needs and recommends training to ensure proper applications of policy and procedures by agency staff.
- Designs training plans, schedules, programs, and seminars as needed for agency training.
- Coordinates and conducts training programs for agency staff, and contacts the New Hampshire Division of Personnel's Bureau of Education and Training for related program offerings, in order to improve agency services and effectiveness.
- Reviews and analyzes agency policies, regulations, laws, and proposed changes in order to develop policy interpretations and clarifications for employees.
- Identifies cost and support requirements necessary to accomplish specific training results.
- Develops and prepares reports on recommended training programs and projects, including planning training procedures and budgets.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

**Supervision:** Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

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**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in psychology, education, counseling, behavioral science, business administration, public administration, human resources, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience in training, education, management or other specialized administrative work which included a staff training function. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Valid New Hampshire driver's license.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of the recognized practices, theories, techniques and methodology of education and counseling. Thorough knowledge of applications and uses of modern training practices. Considerable knowledge of the basic trends and current developments in training. Ability to apply established practices, theories, techniques and methodology of training programs in defined areas. Ability to absorb a comprehensive understanding of the overall program of the agency. Ability to establish and maintain harmonious relationships with employees working in an agency and to solicit their cooperation in the overall training program. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.