

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

TRAINING TECHNICIAN

JOB DESCRIPTION

Employees in this job participate in and oversee the development, coordination, conduct, and evaluation of staff development training programs. Work is performed through the application of a body of knowledge related to the methods, practices, procedures, and policies of this specialized field.

There are four classifications in this job.

Position Code Title – Training Technician-E

Training Technician 7

This is the entry level. The employee works in a learning capacity, performing a range of training technician assignments under close supervision.

Training Technician 8

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of training technician assignments.

Training Technician E9

This is the experienced level. The employee performs a full range of training technician assignments and uses independent judgment in making decisions requiring the interpretation and application of guidelines.

Position Code Title – Training Technician-A

Training Technician 10

This is the advanced level. The employee serves as either a lead worker responsible for assigning and directing the work of lower-level Training Technicians or as a senior worker performing the most complex training technician assignments. Senior-level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Organizes and conducts prepared programs for staff development and training.

Recommends improvements in staff development and training programs, methods, and materials.

Recommends material for training handbooks, demonstration models, multimedia visual aids, reference works, etc.

Tests trainees to measure their learning progress and to evaluate the effectiveness of training presentations.

Compiles trainee responses and evaluations of sessions.

Demonstrates and models applications of skills being taught.

Maintains records, prepares reports, and composes correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Training Technician 10 (Lead Worker)

Coordinates work of lower-level Training Technicians by scheduling assignments and overseeing work.

Oversees and assures the quantity and quality of the work by requiring strict adherence to methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

Training Technician 10 (Senior Worker)

Plans and develops revisions of existing programs for staff development and training.

Develops, designs, demonstrates, and models applications of skills being taught.

Researches and develops materials for training handbooks, demonstration models, multi-media, visual aids, etc.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable

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knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of rules, regulations, policies, procedures, precedents, and terminology used in the work.

Knowledge of learning and motivation techniques.

Knowledge of the techniques of interviewing and of obtaining information.

Knowledge of organization, work flow, staffing, forms, and procedures.

Ability to conduct prepared training sessions, workshops, conferences, seminar, and programs regarding staff development and training.

Ability to prepare training materials.

Ability to operate film projectors, videocassette recorders, and related equipment.

Ability to observe and make recommendations on trainee progress.

Ability to transport training equipment to training sites.

Ability to verbally communicate effectively with training participants.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Training Technician 10 (Lead Worker)

Ability to organize and coordinate the work of lower-level Training Technicians.

Ability to allocate work to lower-level Training Technicians and support staff.

Ability to determine work priorities.

Working Conditions

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

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Experience

Training Technician 7

One year of E7-level administrative support experience.

Training Technician 8

One year of experience equivalent to a Training Technician 7 or 8-level administrative support.

Training Technician E9

Two years of experience equivalent to a Training Technician 7 or one year equivalent to a Training Technician 8.

Training Technician 10

Three years of experience equivalent to a Training Technician 7, two years equivalent to a Training Technician 8, or one year equivalent to a Training Technician E9.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

TRNGTCH

Job Code Description

Training Technician

Position Title

Training Technician-E

Training Technician-A

Position Code

TRNGTCHE

TRNGTCHA

Pay Schedule

NERE-040

NERE-034

ECP Group 1
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TeamLeaders