

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

INSTITUTIONAL TRAINING TECHNICIAN

JOB DESCRIPTION

Employees in this job provide training and instruction on a variety of work-related subjects to the staff of state residential facilities and community group homes, including, but not limited to, CPR, first aid, intervention, body mechanics, and stress management, under the guidance of a professional human resources developer.

Position Code Title - Institutional Training Tech-E

Institutional Training Technician 7

This is the entry level. The employee performs a range of Institutional Training Technician assignments while learning the methods of the work.

Institutional Training Technician 8

This is the intermediate level. The employee performs an expanding range of Institutional Training Technician assignments in a developing capacity.

Institutional Training Technician 9

This is the experienced level. The employee performs a full range of Institutional Training Technician assignments and uses independent judgment to make decisions in specific work situations.

Position Code Title - Institutional Training Tech-A

Institutional Training Technician 10

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Institutional Training Technicians and performing experienced level Institutional Training Technician assignments; or as a senior worker performing the most complex assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Provides training and instruction for facility and community based staff, including but not limited to CPR, multi-media, first-aid, intervention, body mechanics, abuse-neglect, and stress management.

Organizes, conducts, and evaluates prepared programs for staff development and training.

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

Recommends materials for training handbooks, demonstration models, multi-media visual aids, and other resources.

Evaluates trainees to measure their learning progress and 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 and other tasks as assigned.

Additional Job Duties

Institutional Training Technician 10 (Lead Worker)

Assigns work to lower-level Institutional Training Technicians.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

Institutional Training Technician 10 (Senior Worker)

Regularly performs the most complex and difficult assignments in the work area.

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 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 evaluation methods.

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

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

Ability to prepare training materials.

Ability to operate film, overhead projectors, videocassette records, and related equipment.

Ability to use mannequins to demonstrate resuscitation techniques.

Ability to observe trainee's progress and make recommendations for improvement.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Institutional Training Technician 10 (Lead Worker)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Institutional Training Technician 10 (Senior Worker)

Ability to research and develop original materials for training programs.

Working Conditions

Some jobs are located in state mental health facilities.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

Education

Education typically acquired through completion of high school.

Experience

Institutional Training Technician 7

One year of experience providing experienced-level (E7) administrative support in a state mental health facility.

Institutional Training Technician 8

One year of experience equivalent to an Institutional Training Technician 7, Resident Care Aide E8, or Activities Therapy Aide E8.

Institutional Training Technician 9

One year of experience equivalent to an Institutional Training Technician 8.

Institutional Training Technician 10

Two years of experience equivalent to an Institutional Training Technician, including one year equivalent to an Institutional Training Technician E9.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

INSTRGTCH

Job Code Description

INSTITUTIONAL TRAINING TECHNICIAN

Position Title

Institutional Training Tech-E

Institutional Training Tech-A

Position Code

INTRTCHE

INTRTCHA

Pay Schedule

U11-018

U11-023

RS

01/19/2025