

Intercity Transit
JOB TITLED: Training Coordinator

BAND	GRADE	SUBGRADE
C	4	1
DEPARTMENT: Human Resources	DIVISION:	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Human Resources Director	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: C41
SUMMARY: Under general direction, plans, develops, organizes, promotes and implements agency-sponsored technical and professional-level training programs. Coordinates and evaluates internal training staff and external consultants. Serves as an Agency expert on uses of training to achieve organization and employee career development goals. Assists in the development and implementation of the Agency Succession Plan and monitors the plan's progress.		
DISTINGUISHING CHARACTERISTICS: Under general direction, individual assigned to this position oversees all aspects of agency-wide training, including conducting skills assessment, developing strategic training plan, overseeing contract trainers and conducting specific trainings. This person will work collaboratively with other department trainers and managers to assure all operations employees receive applicable training and skill development.		
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Develops, manages, promotes, organizes and implements agency-wide professional and technical training programs. Develops and ensures proper preparation and maintenance of records, reports, statistics, and evaluations of program activities and instructors. Works with IS on intra-agency methods of signing up for courses. Maintains multi-year training calendar.	Daily 30% (C4)
2.	Coordinates and evaluates internal and external trainers. Determines when to use training consultants, researches skills/costs, and makes recommendation on hiring.	Weekly 15% (C4)
3.	Agency expert on use of training to achieve career development goals; conducts training needs analysis from compiled data and input from organizational and staff development, management and senior executives; develops career assessment programs and agency-wide programs for identified needs. Develops and implements training and other interventions as requested to meet specific performance objectives; evaluates training effectiveness.	Weekly 15% (C4)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
4.	Audits training programs to ensure compliance with contract provisions and FTA regulations; determines and implements corrective actions required. Reviews, interprets and implements applicable state, federal and industry standards to include conferring with licensing agencies/associations regarding compliance issues and regulations.	Daily 10% (C4)
5.	Counsels with employees regarding resources for resolving personal development and career growth.	Monthly 5% (B2)
6.	Performs consultant contract administration providing professional training to include: determining scope of services required; selecting, overseeing and evaluating consultants' work; ensuring compliance with Agency goals, standards and objectives; monitoring schedules and budgets; and recommending and implementing corrective actions as determined appropriate.	Weekly 10% (C4)
7.	Develops, implements and updates agency Succession Plan. Works with Executive Team to identify candidates for the Program. Evaluates candidates; provides feedback to candidates and supervisors/managers. Provides status results and reports to SMT.	Weekly 5% (C4)
8.	Writes training policies and procedures; prepares narrative and statistical reports; makes presentations to SMT and Authority as needed or upon request. Assists with updating organization policies in order to bring training up to date.	Monthly 5% (C4)
9.	Participates and/or represents Human Resources Department on various committees. May be required to represent agency on external boards or at events.	Occasion-ally N/B
10.	Performs other duties of a similar nature or level	As Required
11.	Must meet regular time and attendance standards.	Always

<p>Knowledge (position requirements at entry): Knowledge of:</p> <ul style="list-style-type: none"> • Project management practices; • Applicable Federal, State, and Local laws, rules, and regulations; • Conflict resolution techniques; • Principles and techniques of modern adult education programs, and classroom techniques; • Mathematical concepts.
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Skills (position requirements at entry):

Skill in:

- Reading, analyzing, and interpreting governmental regulations;
- Classroom presentation;
- Managing projects;
- Maintaining records;
- Handling multiple tasks simultaneously;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Facilitating meetings;
- Oral and written communication; research and preparing reports and business correspondence;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Business Administration, or a related field and three years of experience in public transportation with two years focusing on curriculum development for job training or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None Required.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing, and repetitive motion.

Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

New position July 2006

Prepared by: Christine DiRito

Date: July 12, 2006

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 8/22/11; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Change in Department & Supervisor due to Aug. 2013 re-org: CDiRito