



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Trainer I	Job Code:	500740	Job Grade:	12
Reports To:	Supervisor / Manager	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	9131
				WC Code:	8810
Division:	Various	CS Code:*	A, B, C, or D	EEO Code:	B11

Summary of Functions: Plans and coordinates departmental training programs, courses and activities which may include assessment, research, preparation, implementation, presentation and testing of programs to support professional and paraprofessional staff.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Coordinates with internal departments and outside vendors in the development, implementation and facilitation of training and staff development programs.	35	E
2. Coordinates the enrollment process and maintains results for later analysis, advertises course offerings, schedules participants, schedules space, and advises internal and external facilitators of details and information.	20	E
3. Ensures all training programs comply with departmental and contractual requirements for completion and/or maintenance of certifications.	10	E
4. Provides assistance and technical expertise to management, employees, facilitators and vendors inquiring about training and development services.	10	E
5. Administers testing programs, analyzes results and generates related reports.	10	E
6. Procures and maintains training supplies, materials and equipment.	05	N
7. Maintains updates of trends and developments in the training field, recommends changes, as needed, and incorporates changes into programs.	05	N
8. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in a job

related field of study.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Requires good presentation and organizational skills. Some positions require one or more of the following: Successful completion of a polygraph, extensive background investigation, a valid driver's license or may be subject to random, unannounced drug/alcohol testing.

Physical/Environmental Requirements:

Standard office environment. May require prolonged sitting, standing, walking and ability to lift and carry up to 25 lbs., unassisted.

Hay Points/Point Factor:

KH: DI2 175 pts, PS: D3 (29%) 50 pts, AC: D1C 57 pts, TTL: 282 pts, KH/PS/AC: 62-18-20, Profile: +1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 12/03

Approved by Civil Service Commission on

Date 1/26/04, 3/15/04

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.