



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title: Trainer II	Job Code: 500570	Job Grade: D
Reports To: Various	Pos. No: Various	FLSA Code: E
Department: Various	Loc. Code: Various	SIC Code: 9131 WC Code: 8810
Division: Various	CS Code:* A, B, C, or D	EEO Code: B08; B11

Summary of Functions: Researches, prepares, facilitates, presents and assesses formal training programs for departmental professional and paraprofessional staff.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Researches, prepares, facilitates and presents customized training programs and curriculum for staff in compliance with departmental and contractual requirements and certification guidelines.	40	E
2. Coordinates the training programs with internal departments and outside vendors by identifying and recommending appropriate training curriculums and instructors, selecting training sites, advertising course offerings, scheduling participants and providing participants and facilitators with details and information.	30	E
3. Develops, prepares, maintains and distributes training materials, teaching aids, supplies and equipment.	10	E
4. Provides assistance and technical expertise to management, employees, facilitators, vendors and agencies inquiring about training and development services.	10	E
5. Maintains records and develops assessment tools/systems to evaluate and monitor program effectiveness and generate related reports.	05	N
6. 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. One (1) year of professional work related experience.

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 criminal background investigation and/or valid driver's license.

Physical/Environmental Requirements:

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

Hay Points/Point Factor:

KH: EI2 200 pts, PS: D2(25%) 50 pts, AC: D1C 50 pts, TTL: 300 pts, KH/PS/AC: 66-17-17, Profile L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date _____

Approved by Civil Service Commission on

Date 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.