



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY CLASS DESCRIPTION

CLASSIFICATION TITLE: TRAINING SPECIALIST

GENERAL DESCRIPTION OF DUTIES

Under general direction, this position is responsible for analyzing, designing, developing, delivering, coordinating and evaluating training to Clerk & Comptroller employees. Work requires knowledge of training systems, resources, materials, and teaching methodologies. Employees in this classification coordinate and implement instruction in an orderly and professional manner adjusting presentation approach and curriculum according to audience learning style and skill level.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Coordinates, analyzes, designs, conducts, and facilitates all aspects of training on software and/or technical systems and New Employee Orientation

Assists with creation, development, and design of any other training and development needs and offerings as they arise, including soft skills training

Coordinates and implements instruction in an orderly and professional manner, adjusting presentation approach and curriculum according to audience learning styles and skill levels

Consults with customer to develop/choose classroom scenarios and case studies to supplement learning

Prepares training guides, materials, and documentation; updates as necessary; may conduct review and/or testing for other training guides and/or online training

Creates registration process for training; tracks and records participant attendance and achievement

Distributes and review course evaluations to determine effectiveness of training

Prepares facilities and provides logistical support for all training events

Drafts and maintains internal training website and other training communications, including course catalog and calendar

Documents business process flows by conducting interviews and observing workflow as necessary

TRAINING SPECIALIST

Learns new software through self-directed learning and testing; may analyze various business processes to learn new functional areas

Oversees and administers Learning Library; manages materials and employee requests; provides recommendations for process improvements and efficiencies

Provides back-up assistance for interview coaching sessions with internal employees

Researches Educational Achievement Award requests; verifies employee eligibility and program/course accreditation; submits recommendation to supervisor for approval

Partners with Events Specialist to facilitate the administration of the Volunteer program; processes background check information; places volunteers in departments

Prioritizes and performs assignments to achieve maximum efficiency and effectiveness

Proficiently performs all assignments using various technology and applications such as Word, Excel, PowerPoint, PeopleSoft ePerformance, etc.

Maintains established productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Business Administration, Education, Communications, Human Resources or related field, supplemented by two (2) years of recent and relevant experience; or an equivalent combination of education, training and experience.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some sustained standing, lifting, carrying, pushing and/or pulling of objects and materials of a moderate

TRAINING SPECIALIST

weight (12-20 pounds) and occasionally heavy weight (20-50 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Tasks require the ability to communicate orally and in writing.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature

Date

Printed Name

Department