

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

TRAINER - 1217

DEFINITION:

Under direction, at the journey-level, to develop, instruct, present, and evaluate a variety of education, training, and staff development programs; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class within the City's Trainer series. Incumbents of this class are expected to perform their duties with only occasional instructions or assistance as new or unusual situations arise and are fully aware of all relevant operating procedures and policies. Positions classified at this level may be underfilled with an Administrative Aide II, Management Trainee, or Assistant Trainer, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Develops, evaluates, and facilitates a variety of technical training and educational courses;
- Conducts department-wide training needs assessments;
- Instructs employees on municipal codes, State and Federal regulations, and other policies and regulations related to their field;
- Consults with and counsels department employees regarding training and certification requirements and training related to career development;
- Develops standard formats for lesson plans, workbooks, and training materials;
- Conducts or directs analytical studies, prepares and analyzes reports of findings, and makes recommendations regarding training and development programs;
- Coordinates, recruits, and schedules collateral duty instructors;
- Maintains a Citywide or department-wide training database;
- Manages or assists the Training Program Manager and Training Supervisor in managing the day-to-day activities of a department training section;
- May represent the department at professional meetings;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum of 120 semester/180 quarter completed units); **AND** two years of full-time professional-level experience developing, administering, or presenting/facilitating adult education programs, adult training programs, or adult structured learning programs, **OR** three years of full-time professional-level experience in Human Resources, Parks and Recreation Operations, Customer Service, or Occupational Health and Safety functions, which must include one year of full-time professional-level experience developing, administering, or presenting/facilitating adult structured learning programs, **OR** three years of full-time professional-level experience developing multimedia presentations/materials for adult structured learning programs to include computer-based training, e-learning, or simulation applications.