

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

TRAINING SUPERVISOR – 1971

NOTE: formerly Utilities Training Supervisor

DEFINITION:

Under direction, to supervise a subordinate staff and collateral duty instructors in developing and implementing a department-wide training program; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises the work of a subordinate staff engaged in designing, developing, implementing, and evaluating a department-wide training program;
- Conducts department-wide training needs assessments;
- Coordinates, recruits, and schedules collateral duty instructors and trainers;
- Consults with and counsels employees regarding training, certification requirements, and career development;
- Develops standard formats for lesson plans, workbooks, and training materials;
- Develops and updates curricula and course materials;
- Designs, facilitates, and conducts training sessions on supervisory and communications skills and other general areas of knowledge;
- Evaluates feedback on course content and presentations;
- Evaluates the suitability of commercially available training materials and outside contract instructors;
- Selects and trains subordinates and evaluates their work performance;
- Prepares correspondence and reports.

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>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter); **AND** three years of full-time professional-level experience developing, administering, or presenting/facilitating adult education programs, adult training programs, and/or adult structured learning programs, **OR** four years of full-time professional-level experience in Public Utilities Field Operations, Customer Service, or Occupational Health and Safety functions, which must include two years of full-time professional-level experience developing, administering, or presenting/facilitating adult structured learning programs, **OR** four years of full-time professional-level experience developing multimedia presentations/materials such as

- * **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.

computer-based/internet training, mobile learning, E-learning, or simulation applications for adult structured learning programs.