

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT TRAINER - 1129

DEFINITION:

Under general supervision, to assist with and develop, instruct, present, and evaluate education, training, and staff development programs; and to perform related work.

*** DISTINGUISHING CHARACTERISTICS:**

Assistant Trainer is the sub-journey class within the City's Trainer series. Most positions are classified at the Trainer level, which is the fully experienced or journey-level class. In a training capacity, positions classified at this level may be underfilled with an Administrative Aide II or Management Trainee in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class, Trainer, in that Assistant Trainers typically exercise less independent direction and judgment on matters related to work procedures and methods.

EXAMPLES OF DUTIES:

- Assists in developing, evaluating, and facilitating a variety of technical training and educational courses of limited scope and average difficulty;
- Consults with and counsels department employees regarding training and certification requirements and training related to career development;
- Instructs employees on municipal codes, state and federal regulations and other policies and regulations related to their field;
- Develops standard formats for lesson plans, workbooks and training materials;
- Conducts or assists with analytical studies, preparing and analyzing reports of findings and making recommendations regarding training and development programs;
- Coordinates, recruits and schedules collateral duty instructors;
- Assembles training packages, manuals, presentations and job aids;
- 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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum of 120 semester/180 quarter completed units) **AND** one years of full-time professional experience developing, administering and/or presenting adult education programs, adult training programs and/or adult structured learning programs **or** two years of full-time professional experience in public utilities field operations, Customer Service or Occupational Health and Safety functions, which must include six months of experience developing, administering and/or presenting adult structured learning programs **or** two years of full-time professional experience developing multimedia presentations/materials for adult structured learning programs such as computer-based training, E-learning or simulation applications.

* **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.