

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 and implementing 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 Announcement for updated minimum qualifications.

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 experience developing, administering, and/or presenting structured adult learning programs; **OR** four years of full-time supervisory experience in public works field operations, customer service or occupational health and safety functions, which must include two years experience developing, administering and/or presenting structured adult learning programs, **OR** four years of full-time experience developing multimedia presentations/materials such as computer-based training, film or computer-based print applications for structured adult learning programs. A Master's degree in Education, Instructional Design, Instructional Media Technology or a closely related field may be substituted for a maximum of one year of the required experience. Qualifying experience as listed above may be substituted for education lacked on a year-for-year basis.

- * **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.