

Florida State Courts System Class Specification

Class Title: Training Manager

Class Code: 6840

Pay Grade 25

General Description

The essential function of the position within the organization is to manage training and/or informational and educational programs. The position is responsible for supervising staff and volunteers; managing programs of responsibility; planning; conducting training/educational classes or seminars; producing court-related publications; maintaining an inventory of training/educational materials; serving as point of contact for the media; collecting and analyzing data impacting costs, workloads and other functions of the court; and performing related administrative functions, including reporting. The position works under general supervision independently developing work methods and sequences.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff and volunteers, including recruiting/selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Plans, develops, coordinates, implements, conducts and evaluates educational or training programs for court employees; evaluates effectiveness of and need for training curriculum; coordinates and plans the New Judges Orientation Program.

Participates in the recruitment, selection and interview process of program participants; maintains an inventory of training materials, such as books, articles, videos, Power Point presentations or manuals; maintains a resource library.

Serves as point of contact for media organizations; coordinates activities associated with special interest/high profile cases; coordinates venue changes.

Provides administrative assistance to upper echelon of the court and to court program managers and committees; represents the circuit at public meetings as directed.

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Collects and analyzes data impacting costs, workloads and other functions of the court; responds to surveys and questionnaires from local, state and federal agencies.

Completes narrative and statistical reports; documents, maintains, prepares and submits statistical analysis for the Court Administrator on Affirmative Action/EEO Report; tracks, maintains and documents statistics on employee attendance at training seminars.

Plans, coordinates, writes, designs, and edits court-related educational or training publications.

Advises employees on career development and availability of training courses and educational programs offered locally; develops and coordinates on-site degree programs through Florida colleges; coordinates and sets up on-site training locations throughout the circuit; produces e-mails and flyers informing staff of upcoming seminars.

Performs administrative/clerical tasks, such as preparing periodic employee evaluations, performing data entry, faxing, telephoning, or photocopying.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional classes, workshops or seminars to improve professional skills or to make presentations.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

TRAINING MANAGER

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes complex reports and papers; speaks to high level professional groups.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing or custom applications.

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Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in education, writing, business administration, public relations or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Five years of related experience, including two years of supervisory experience. Extensive knowledge of the Florida Courts System.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid State of Florida Driver's License.