

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

TRAINING OFFICER-CONFIDENTIAL

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future professional positions which function as Training Officers-Confidential. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions which develop, conduct, evaluate, and implement training programs in a large agency. Positions allocated to this classification must meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(15) and (7), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(15) and (7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not perform Training Officer-Confidential work for a majority of the time.
3. Positions which coordinate or manage training programs for a majority of the time and are more appropriately classified as Training Coordinator or Training Director.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

II. DEFINITION

TRAINING OFFICER-CONFIDENTIAL

This is professional work related to the development of training programs for a large agency. Positions allocated to this classification develop, promote, conduct, and implement training programs involving a variety of technical, professional, supervisory, and clerical courses for agency employees and agency-specific programs. Work is performed under general supervision.

Examples of work perform include, but are not limited to:

- Prepare and conduct induction and refresher training programs related to orientation, work procedures, rules and regulations, and basic principles of supervision
- Study and analyze agency operations to determine training needs
- Plan training programs
- Prepare manuals, bulletins, and training materials for central agency and for statewide applications
- Select, analyze, and devise tools, methods, and techniques for presenting training programs
- Review training programs and submit recommendations for changes and modifications
- Review in-service, on-the-job training programs, as submitted by operating agencies
- Develop agency-wide training programs, policies, procedures, outlines, and manuals
- Plan and conduct inter-agency clearinghouse services in the training field
- Develop recommended standards for agency internships and on-the-job trainee and work/study programs
- Develop and adapt materials for inter-agency use in training
- Develop training inventories and performance evaluations
- Conduct middle-management training programs
- Instruct supervisory personnel in the techniques of training
- Assist in the training of other trainers
- Coordinate off-the-job training programs
- Review agency proposals in relation to training needs and standards
- Select and direct distribution of films, slides ,and other visual training materials

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe professional positions which develop training programs. This classification replaces the Training Officer 1 and 2-Confidential classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.