

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**TRAINING DIRECTOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future management or supervisory positions located within state agencies which manage a department employee development and training program. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed 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 class 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional managerial or supervisory positions located within state agencies which for a majority of their time manage and direct employee development and training programs. Positions allocated to this classification meet the statutory definitions of supervisor or management as defined in Wis. Stats. 111.81(19) and (13). Positions in this classification are responsible for program planning, policy and procedure input and development, budget development, and/or supervision of staff within the program area.

C. Exclusions

Excluded from this classification are the following types of positions.

1. Positions which for a majority of the time are engaged in developing and conducting training programs and are more appropriately classified as Training Officers.
2. Positions which do not meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.

3. Positions which are for a majority of the time engaged in developing and evaluating very specialized training given to Department of Corrections staff, and which are classified as Staff Development Program Managers.
  4. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

## II. DEFINITION

### TRAINING DIRECTOR

This is management or supervisory work for positions which are responsible for the development, implementation, and administration of employee and development training programs for a state department. Positions allocated to this classification have responsibility for the development of policies and procedures, coordination of cost analysis, identifying agency training needs, and negotiating contracts with outside training providers. Additionally, positions in this classification may direct and administer the department Employee Assistance Program; administer the Affirmative Action and Equal Employment Opportunity programs; and/or coordinate and administer the employee Performance Evaluation and Employee Performance Improvement programs for an agency. The work is performed under general supervision.

#### Representative Positions:

- 1) Training Director, Department of Workforce Development: Under the general direction of the Human Resources Bureau, provide direction and oversight to all department training: a) direct strategic planning of department level training which reinforces department strategic plan, workforce planning, systems, values and culture; b) ensure non-programmatic and cross-divisional training needs are met; c) ensure a comprehensive IT training program which covers the key technology tools and software used at DWD, including PC orientation, desktop systems, Internet; d) serve as department expert and resource to divisions in curriculum development and evaluation; e) lead teams or groups of division programmatic and administrative staff to develop common tools and systems for determining needs, planning and evaluating both department level and division programmatic training; f) coordinate internal training of staff with external training of customers and with communications programs at the department and division levels; g) develop standards for long distance training tools; train divisions in developing programs for long distance learning; h) provide assessment of the quality of the department and division training programs with on a regular basis with recommendations for improvements; i) establish criteria for selecting and assessing effectiveness of training vendors; and j) develop the department's training budget. Convene team of DWD experts to assist in curriculum development and negotiate/terminate contracts for the provision of training.
- 2) Training Director, Department of Administration: Under the general supervision of the Personnel Director for training and development, wellness and employee assistance and the supervision of the Secretary for equal employment/affirmative action, this position administers a complex array of human resources programs for DOA, its attached Boards and Commissions and the HR Consolidated Agencies. It serves as the Training Director and is responsible for providing direction and management of leadership and employee development training programs. In addition, it functions as the department's Affirmative Action Officer and Employee Assistance Coordinator. Programs are

implemented for approximately 2000 employees from about 20 separate governmental units through the supervision and direction of subordinate staff.

### **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 was created effective March 2, 1997, as a result of the Professional Program Support Personnel Management Survey, to identify positions which manage an agency training program or supervise positions involved in the development and presentation of agency training programs. The positions allocated to this classification were formerly classified as Administrative Officers. Announcement of this classification appeared in Bulletin CC/SC-63. The modification effective March 5, 2006, was announced in Bulletin OSER-0089-MRS/SC to modify the duties listed under the definition section and to add representative positions under the definition section.

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