

TRAINING AND DEVELOPMENT ADMINISTRATOR
(Department of Administration)

NATURE OF WORK IN THIS CLASS:

This is administrative training and development work involved in administering training programs and workshops of the Department, providing services to autonomous and non-autonomous agencies and departments of Government of Guam.

ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers a training and development function and program for autonomous and non-autonomous departments/agencies including a variety of training workshops and modules and government supported educational and apprenticeship training program.

Evaluates training needs including statistical and narrative summaries for the government to provide current and projected objectives of the program.

Confers with department heads and supervisory personnel the availability of training or apprenticeship requirements.

Evaluates operations and develops and modifies plans and procedures; participates in management decisions; prepares program budget.

Prepares and directs the preparation of reports and records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of employee training and development administration.

Knowledge of the principles and practices of public administration.

Ability to administer a training and apprenticeship program.

Ability to coordinate and/or conduct training workshop.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend or implement changes in personnel laws, rules, and regulations, policies and procedures to improve program effectiveness.

Ability to work effectively with the public and employees.


Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING

- a) Five years of professional employee training and development experience and graduation from a recognized or accredited college or university with a Bachelor's degree in public, business administration, social science or related field; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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PAY RANGE: 53



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Civil Service Commission