

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Training Specialist

JOB CODE: 002787

DATE PREPARED: April 17, 1991

Revised: June 13, 1994

SUMMARY STATEMENT

The Senior Training Specialist coordinates and manages training, educational, and human resources development programs.

DIMENSIONS

The incumbent has a contributory impact upon the Human Resources Department operating budget. The incumbent has no supervisory responsibility. This position reports to the Human Resources Department Manager.

NATURE AND SCOPE

1. Defines and quantifies REECo's education and training needs and requirements by conducting annual training needs, assessment, activities, and communicating same to EG&G/EM Education and Training Department for execution;
2. Collects and summarizes all REECo departmental education and training needs based on review of DOE orders and other applicable directives;
3. Tracks accomplishment of training requirements, reports deficiencies with a corrective action plan on an ongoing basis, and assists in establishing a five-year plan for a Companywide record-keeping system for training programs;
4. Develops a process for tracking and recording REECo education and training costs and hours trained on a monthly basis; compares incurred costs and budget allowances; monitors status and hours trained to hours planned;
5. Develops alternative training sources (internal or external) when courses directed by EG&G/EM are found to be cost-excessive;
6. Defines job family progression steps for employee career growth and advancement;
7. Develops a communication plan and materials for implementing a career development program that addresses the accelerated training program, job family progression steps, and future job skills availability information;
8. Provides support, analysis, and direction in resolving liaison issues between REECo and EG&G/EM with respect to education and training activities;
9. Assists the Company in developing and maintaining Total Quality Management (TQM) processes through ongoing education and coaching;
10. Assures that all new employees schedule and complete their level of TQM education classes; develops and implements a follow-up process to promote employee implementation of TQM principles into their routine work practices;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Senior Training Specialist

12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with top management, middle management, and supervisory personnel within the Company and outside organizations such as DOE, other contractors, colleges, and universities to develop and initiate new programs.

Senior Training Specialist

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in an employee training environment which has provided thorough knowledge of employee education procedures and training technology.

REQUIRED TRAINING

This position requires a bachelor's degree in management, education, industrial psychology, or a related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

This position requires the communication and management skills necessary to maintain a visible and credible image with users of training services.