

**NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES**

POSITION DESCRIPTION

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Training and Development Representative	107100	2/11/13		

Purpose of Position:

Under supervision, with latitude for independent initiative and judgment, assists in the planning, development, and implementation of training and staff development programs to enhance technical, professional, and management skills and knowledge in order to attain the optimization of human resource management and utilization.

Examples of Typical Tasks:

1. Confers with management to gain knowledge of identified work situations requiring training and development.
2. Reviews training needs in order to develop instructional materials for on-the-job training and other instructional needs that may be pertinent.
3. Works with Department Heads in preparation of training curricula. Identifies purpose and objectives, selects materials and instructional procedures.
4. Formulates teaching outlines in conformance with selected instructional methods utilizing knowledge of specified training and development needs and effectiveness of such training methods as individual coaching, group instruction, lectures, demonstrations, conferences, meetings and workshops.
5. Conducts general or specialized training sessions covering such areas concerned with new employees' orientation, specific on-the-job training, promotional development, upgrading, retraining, leadership, management development and other such adaptations to changes in policies, procedures, regulations and new technologies.
6. Maintains liaison relationships and discusses training content and techniques with various levels of operational personnel.
7. Reviews and recommends methods to improve acquired skills and techniques.

Qualification Requirements:

1. A baccalaureate degree from an accredited college or university in Education, Psychology, Personnel Administration, Business Administration, Management or related discipline; and

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Qualification Requirements: (continued)

2. One year of experience in employee development and training programs in a health care facility, business, educational, governmental organization or other fields related to training, development and analysis, or training in implementation of operational or management systems; and
3. Knowledge of the principles of training, psychology of learning, applications and the ability to instruct and motivate; and
4. Ability to communicate orally and relate to others; and
5. Proficient writing and research skills; or
6. A satisfactory combination of education, training and experience indicating the ability to perform satisfactorily.

Direct Line of Promotion:

None. This is in the non-competitive class of positions.