

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency LICENSING AND REGULATORY AFF
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Construction Codes
4. Civil Service Position Code Description Human Resources Developer-E	10. Division Inspections
5. Working Title (What the agency calls the position) Training Coordinator	11. Section Training and Education
6. Name and Position Code Description of Direct Supervisor TOBER, RENEE C; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor PARADINE, JONATHON F; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 611 W. Ottawa, Lansing / M-F 8-5

14. General Summary of Function/Purpose of Position

This position plans, develops, conducts, and evaluates internal and external trainings, informational resources, and public information related to the suite of building codes. This requires collaboration with subject matter experts to develop and plan curriculum design and content, logistics coordination, moderating training events, executing recruitment strategies, conducting training research for continuous improvement of courses and resources on a statewide level.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.
List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1**General Summary:****Percentage: 40**

Conduct trainings and create/maintain training presentations, videos, and other materials for local government code compliance inspectors, design professionals, and contractors. Analyze programs to evaluate the effectiveness of progress in improving compliance with the state building codes.

Individual tasks related to the duty:

- Develop, prepare, and continuously update presentations, video, teaching materials, and handouts for training purposes.
- Deliver training and outreach programs to enhance code knowledge and compliance of building inspectors, design professionals, and contractors.
- Travel and attend multiple code related trainings and hearings to gain background knowledge to assist in creation of bureau provided training programs.
- Evaluate effectiveness of developed trainings and edit trainings as necessary.
- Identify gaps of inconsistency in code inspector knowledge of the building suite of codes and availability of enforcement-specific education resources and develop trainings to address and correct any inconsistencies.
- Develop surveys, case studies, and exercises to achieve learning objectives.
- Prepare and send a progress report to section manager with any recommendations for further training.

Duty 2**General Summary:****Percentage: 30**

Assist in the execution and design of staff training and professional development initiatives.

Individual tasks related to the duty:

- Conducts research and surveys, analyzes information, and prepares reports and correspondence related to the training programs.
- Serve as coordinator of program training activities, establishing curriculum, identifying learning objectives and effective modes of delivery.
- Moderate learning sessions for both in-person and virtual formats. Providing on-site logistics and facilitation support for training workshops as needed.
- Collaborate with the subject matter experts and division training coordinators for consistent training and alignment of professional development programs.
- Lead and participate in the development of new training initiatives. Recommend new training development for implementation.
- Develop procedures, policies, evaluation tools and guidelines for bureau staff in analyzing code administration and enforcement activities and conducting evaluations and trainings.
- Coordinate and direct on-site evaluation of the code enforcing programs of local enforcing agencies for training purposes, requiring in-state and out-of-state travel.

Duty 3**General Summary:****Percentage: 15**

Establish and update detailed program reporting metrics.

Individual tasks related to the duty:

- Using established metrics, track and report the number of local jurisdictional engagements in the development of the needs assessment.
- Using established metrics, track and report time and resources used in the facilitation of each educational outreach session.
- Using established metrics, track and report time and resources for rural and disadvantaged communities.
- Using established metrics, track and identify specific resources, content, and materials utilized in the facilitation of each educational outreach session.

Duty 4**General Summary:****Percentage: 10**

Utilize the Department's training system to manage staff training records.

Individual tasks related to the duty:

- Develop, maintain, and load learning elements into the training system and provide reports.
- Maintain accurate training records in for programs and events.
- Design eLearning curriculum using software that is appropriate for the program.

Duty 5**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- All resulting travel reimbursements will be entered into State of Michigan Time and Expense system in accordance with bureau policy.
- Complete special projects assigned by bureau leadership staff and section manager.
- When directed, represent the bureau at meetings.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions relative to the means and methods by which to create and compile data from various systems; decisions relative to initial development of procedures; establishment of daily priorities; and determination of course of action necessary to keep projects and work on schedule. The general public, bureau staff, and the department may be affected by these decisions.

17. Describe the types of decisions that require the supervisor's review.

Administrative actions, recommendations, and decisions that create precedent or have political implications; areas that impact others in the unit, section, or bureau. Supervisor would review issues of an unusually complex or sensitive in nature.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is generally performed in an office environment, at a desk or using routine office equipment, such as computers, copiers, and telephone. Work requires handling boxes and materials, using carts, loading and unloading boxes of materials and movements to accomplish this. This includes bending, twisting, and lifting boxes up to 30 pounds and standing for extended periods. Position requires travel and overnight stays related to conducting site evaluations and staffing events.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Duty 1 and 2

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

This is a new section specifically designed for training development, implementation and facilitation. This position is responsible for conducting research and surveys, analyzes information, and prepares reports and correspondence related to the work. The individual in this position is also responsible for coordination, facilitation and updating established trainings.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Human Resources Developer 9

No specific type or amount is required.

Human Resources Developer 10

One year of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer.

Human Resources Developer P11

Two years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer 10.

Alternate Education and Experience**Human Resources Developer 9 - 12**

Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and techniques of staff development, training, and other programs.

Knowledge of the theories of learning and motivation.

Knowledge of planning and evaluating training and programs.

Knowledge of various training and instructional materials and their uses.

Knowledge of the methods of conducting training sessions.

Ability to prepare and/or select training and program materials.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to evaluate and assess staff development, training, and other programs, and recommend methods of improvement.

Ability to plan, develop and conduct training sessions, workshops, conferences, seminars, and programs regarding staff development, training, and other programs.

Ability to maintain records, and prepare reports and correspondence related to the work.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

AMANDA SATKOWSKI

Appointing Authority

7/10/2024

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date