

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Training Specialist I

JOB CODE: 002392

DATE PREPARED: April 17, 1991

Revised: October 10, 1994

SUMMARY STATEMENT

The Training Specialist I assists in the development and implementation of training, educational, and employee development programs.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has no direct supervisory responsibility. This position reports to the Training & Employee Development Administrator or the Senior Training & Employee Development Specialist.

NATURE AND SCOPE

1. Plans, develops, implements, and conducts training, educational, and employee development activities;
2. Conducts interviews and surveys to determine educational programs;
3. Recommends available programs to Company personnel;
4. Develops on-the-job training programs and compiles training manuals and aids;
5. Stays abreast of developments in the employee training field and educational facilities and opportunities outside the Company;
6. Conducts classes, screens tuition aid applications, and advises supervisors on Company training policy;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

<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>

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;

Training Specialist I

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 middle management to appraise training needs. Considerable contact is made while conducting classes for administrative, technical, and clerical employees, both inside and outside the Company.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires two years of applicable experience and training which have provided a thorough knowledge of management, technical, and general training in the educational areas.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Training Specialist II

JOB CODE: 002588

DATE PREPARED: April 17, 1991

Revised: October 10, 1994

SUMMARY STATEMENT

The Training Specialist II plans, develops, and implements complete or major segments of training, educational, and employee development programs.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent generally has no direct supervisory responsibility. This position reports to the Training & Employee Development Administrator or the Senior Training & Employee Development Specialist.

NATURE AND SCOPE

1. Assists supervisory and management personnel in identifying their training, educational, and employee development needs;
2. Plans, develops, implements, and administers broad and long-range programs;
3. Promotes active participation in accomplishing program objectives;
4. Conducts programs, evaluates implemented programs, and suggests improvements where needed;
5. Stays abreast of new concepts and methods in the employee development field;
6. May coordinate and direct the activities of lower-level training personnel on assigned projects;
7. Maintains good working relations with universities, colleges, businesses, governmental agencies, correspondence schools, trade schools, and other Company training organizations in implementing and conducting programs;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

<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>

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.;

Training Specialist II

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 occasional contact with top management personnel and continual contact with all levels of management and personnel both inside and outside the Company to develop, initiate, and conduct programs.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in training which have provided a thorough working knowledge of management, technical, and general training and employee development areas.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

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.