

Personal Information

In the Personal Information worklet, you can easily view your Position, Job Details and Job Classifications.

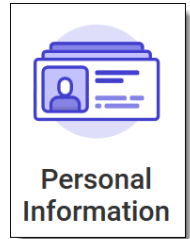
Viewing Position/Job Details

Step 1: From the *Home* screen, click the **Personal Information** worklet.

Step 2: On the *View* menu, click **About Me**.

Step 3: Click *Overview*

Step 4: From the *Job Details* screen, click the **Position** link to open the Position Details



Search

Position

Training & Development Manager - Patrick Gregory Actions

Supervisory Organization	Chief Human Resources Officer - OED
Position Restrictions	Training & Development Manager - Patrick Gregory
Organization Assignments	Agency Cross References: 10000-060-01-03-30000 SNAP Employment and Training Company: Employment Department Cost Center: 198882400023 Representation: American Federation of State, County & Municipal Employees (AFSCME) at Employment Department
Worker	

Job Details Job Details include specific information about your position.

Employee Type	Permanent
Job Profile	Training & Development Specialist 1 SR23 Non Exempt
Job Title	Training & Development Manager
Business Title	Training & Development Manager
Time Type	Full time
Location	📍 Employment Building
Location Weekly Hours	40
Default Weekly Hours	40
Pay Rate Type	Salary
Scheduled Weekly Hours	40
FTE	100%

Additional Information Additional Information may include your position description and job classification details.

Job Description Summary

The Training and Development Specialist 1 delivers pre-designed training and instructional courses to State employees and community partners and develops the educational tools necessary to accomplish training objectives. Work includes planning and providing group instruction, lectures, demonstrations, and workshops to inform and improve program effectiveness. Employees also design simple training classes based on clearly defined guidelines. This is the first of a two-level classification series. Employees at this level either work in a developmental or training capacity in preparation for advancement to the next higher class, or they may work independently to complete routine and standardized training assignments. Employees follow clear but varied procedures with specific guidelines.

Job Description

Changing work conditions require judgment to select which among many methods and techniques to follow. Answers to work questions are readily available and tend to follow a pattern. The lack of responsibility for organizational development, organizational training needs assessment, or comprehensive program evaluation and design distinguish this class from the higher level. Training and development activities are the primary focus of positions assigned to this class. Training and development activities that are incidental or part of other professional duties should be assigned to a classification series related to the occupational specialty of the job. (e. g., engineering, child safety, law enforcement techniques)

Job Classifications

1 - 1 (Average Hourly Overtime Code - Even Years)
 C - REPRESENTABLE CLASSIFIED (Service Type Code-United States of America)
 Professionals - Professionals > Teacher or Educator (EEO-4 Job Categories) (inactive)

Additional Information

Some Job Classification details are associated with your Job Profile and may not relate to your specific job. Other job classification details are associated with you and your position.

Additional Information: For more in-depth training, with step by step instructions and videos, visit [iLearn Oregon](https://www.oregon.gov/learn).
 For system issues, please contact Workday.help@oregon.gov

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Document Revised 7/10/2019