



**GOVERNMENT OF THE VIRGIN ISLANDS  
invites applications for the position of:**

## **Training Coordinator**

**SALARY:** \$50,442.30 - \$55,612.63 Annually

**OPENING DATE:** 08/17/21

**CLOSING DATE:** 08/30/21 11:59 PM

### **DESCRIPTION:**

This is advanced technical work in the field of employee training and development. Work involves the development, coordination, implementation, and evaluation of both generic and specific needs training packages and programs. The role also encompasses organizational and operations analysis functions and related consulting services to program managers. Assignments of a specific training coordinator may relate largely to a given program area, although involvement throughout a department or across departmental lines is predictable. The role includes development of grant proposals and training plans, plus coordination and delivery of actual employee development activities. Specific projects may be directed at broad areas of need, focused upon particular job roles, or be skill specific. Extensive liaison occurs with departmental managers and staff, contractual parties, and program clients. Duties are performed under general direction of a professional supervisor.

### **DUTIES AND RESPONSIBILITIES:**

#### DUTIES (NOT ALL INCLUSIVE):

- Serves as a training clearinghouse administrator for all local government agencies' training and development activities. Collaborates with agencies to pool training resources in order to maximize training dollars from both federal and local funds. Participates in reviewing the annual training needs and plans of all agencies and assists in the development of an Annual Government-wide Training Plan (GTP).
- Prepares and conducts assessments of employee development needs through a variety of data gathering techniques; formulates conclusions from such data and discusses findings with appropriate program supervisory staff.
- Designs a training proposal adequate to meet identified needs; searches for resources to support the identified training proposal.
- Prepares grant requests and monitors their progress through various action levels; acts as grant administrator for those approved.
- Collaborates with departmental managers to design and implement related staff training and development programs, and to provide technical assistance as appropriate
- Consults with program managers on analysis and improvement of organizational structure, program plans, operational procedures, team relationships, productivity levels, and similar issues to enhance program results.
- Educates agencies and departments as to the value and impact of employee training and development activities. Meets with supervisors of training clients to discuss planned activities and outcomes; solicits supervisors' cooperation in providing an atmosphere to facilitate operational changes and implementation of skills and behaviors developed by employee training and development exercises.

- Designs content of an employee training and development program or negotiate contractual assistance in developing actual program content.
- Participates in the review and approval of training proposals, outlines, and course materials of training vendors; ensures that training products and services respond to the needs, goals and objectives of the respective government agencies.
- Participates in the delivery of training and development activities; may also monitor actual delivery of training activities by contractual parties.
- Develops and implements methods of evaluating employee training and development activities.
- Updates assessments of employee development needs, strategies to meet those needs, actual training plans, and delivery methods.
- Prepares notices of employee training and development events, solicits candidates for specific offerings, and processes applications.
- Arranges space and equipment for specific training and development events, prepares notices, and maintains records of completed trainings.
- Updates, on the Human Resources Management System (HRMS), records of each employee's completed training sessions, certifications, CPE credits and/or University credits that the employee acquired as a result of training, whether paid for by Federal, Local or General Funds.
- Prepares monthly, quarterly, and annual reports highlighting program accomplishments. Assists in evaluation of section activities and goal setting for the future.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS:**

BA Degree from a recognized college or university, majoring in psychology, business, public administration or human resources, or a similar field, plus two (2) years' experience in employee training and development, coordinating and conducting workshops, seminars or counseling or employee/labor relations;

OR

AA Degree in the areas previously outlined or sixty (60) college credits and four (4) years' experience, two (2) of which must be in the field of employee training and development, coordinating and conducting workshops, seminars or counseling or employee/labor relations.

## **POSITION FACTORS:**

### **FACTOR 1- KNOWLEDGE AND ABILITY REQUIRED BY THE POSITION:**

- Knowledge of the principles, practices and techniques of employee training and development and human performance improvement.
- Knowledge of learning processes and of current teaching practices and techniques in applied adult education.
- Knowledge in the art and method of training persons of varied intelligence, education, and experience.
- Knowledge of resources available to aide in the development and delivery of employee development activities.
- Excellent verbal and written communication.
- Ability to instruct and lead group discussions and conferences.
- Ability to speak clearly and concisely and ability to present so that participants can relate and understand subject matter.
- Ability to gather, analyze, and evaluate information to make recommendations and/or decisions.
- Ability to recognize needs for employee training and development, select and adapt materials and prepare original materials to meet training needs.
- Strong interpersonal skills; ability to establish and maintain effective working relationships with others.

- Ability to manage multiple training and performance improvement projects.
- Proficient in current versions of basic computer operating systems and word processing, spreadsheet, database, presentation, and desktop publishing software; ability to efficiently use these resources in the development, coordination, and implementation of employee development activities.
- Strong problem-solving skills.

**FACTOR 2- SUPERVISORY CONTROLS:**

Work is assigned by request from the departments and agencies through the Director. The Training Coordinator is allowed appropriate flexibility to develop, design, coordinate, and implement the learning activities to meet the needs of the agencies. Work is reviewed through the submission of monthly reports and occasional visits to training activities by the Training Supervisor.

**FACTOR 3- GUIDELINES:**

Guides are those made by the federal government relative to the United States Department of Agriculture (USDA) training courses. Relevant rules and regulations of the Virgin Islands Government pertinent to employee selection and admittance to training and development courses offered apply.

**FACTOR 4- COMPLEXITY:**

This is highly technical work, which requires researching the information needed to conduct the workshop or course, and being familiar and comfortable with the subject matter to deliver it professionally to employees. It involves making sure the course given follow a logical sequence so as to improve upon the employees' abilities to perform better during the course of their employment. Courses should also be scheduled to obtain maximum participation.

**FACTOR 5- SCOPE AND EFFECT:**

The purpose of this position is to provide government employees with meaningful learning activities to improve their skills and abilities in order to work more efficiently, courteously and expeditiously. It is also to effectuate positive change in behavior and attitudes, to motivate and increase productivity and to build better interpersonal skills of all government employees.

**FACTOR 6- PERSONAL CONTACTS:**

Contacts are made with employees of USDA, various training vendors, department and agency heads, personnel officers, employees and the general public.

**FACTOR 7- PURPOSE OF CONTACTS:**

Contacts are made to provide information on courses offered, and to respond to special requests, etc.

**FACTOR 8- PHYSICAL DEMANDS:**

Generally, the position is sedentary; however, when courses are administered, standing and prolonged speaking is required.

**FACTOR 9- WORK ENVIRONMENT AND CONDITIONS:**

Work is performed in both air-conditioned office and classroom settings. Regular inter island travel is necessary to present workshops and training sessions, to attend meetings, and to participate in professional development activities. Occasional off-island travel may be necessary to participate in professional development activities, such as conferences, seminars, and training courses.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.dopusvi.org>

United States  
Territorywide, VI 00802

[millicent.aubain@dop.vi.gov](mailto:millicent.aubain@dop.vi.gov)

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Position #201902288  
TRAINING COORDINATOR  
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## Training Coordinator Supplemental Questionnaire

- \* 1. Have you received a bachelor's degree from a recognized college or university

majoring in Psychology, Business, Public Administration or Human Resources or a similar field?

- Yes  
 No

\* 2. Have you received an Associates Degree or Sixty plus (60+) college credits from a recognized college or university majoring in Psychology, Business, Public Administration or Human Resources or a similar field?

- Yes  
 No

\* 3. Do you have two (2) years of work experience in employee training and development, coordinating and conducting workshops, seminars or counseling or employee/labor relations?

- Yes  
 No

\* 4. Do you have four (4) years of related work experience?

- Yes  
 No

\* 5. Do you have two (2) years of experience in the field of employee training and development, coordinating and conducting workshops, seminars or counseling or employee/labor relations?

- Yes  
 No

\* 6. The answers you provide to the supplemental questions will be used to determine if you meet the minimum qualifications for this position. Please note that in order to qualify for a position you must satisfy the criteria outlined in the minimum qualifications section of the vacancy announcement and submit supporting documentation. If your application does not have the required documents attached - High School Diploma, High School Transcript, College Degree, College Transcripts, Evaluation of International Credentials (U.S.), DD214, Certifications, Specialized Licenses, Resume, or Valid ID - you will be disqualified from continuing with the recruitment process. Do you Accept?

- Yes  
 No

\* Required Question