# HR Training Job Family

<table>
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<tr>
<th>Level</th>
<th>Function/Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
<th>Supervision</th>
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| 58    | Training Manager I | Bachelor’s degree required Master’s degree preferred 7+ years of experience in instructional design, curriculum development, assessment and project management skills | • Manages the development and delivery of end-user training and documentation  
• Develops new solutions to complex problems  
• Develops and executes innovative methodologies to improve internal efficiencies  
• Provides expertise, consulting and guidance to staff members  
• Manages operational and strategic activities of support team  
• Prepares reports for upper level management to highlight progress, issues etc.  
• Regularly interacts with senior management, executives and clients | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Manages a medium sized section of a training group | RECEIVED:  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within assigned duties. Complex assignments are occasionally reviewed upon completion.  
GIVEN:  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.  
AND/OR  
Manages:  
Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |

**NOTE:**

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed  
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.  
3) $E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion$