## HR Training Job Family

<table>
<thead>
<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>
</tr>
</thead>
</table>
| 55    | Training Specialist I | Bachelor’s degree 2+ years of relevant experience General knowledge of adult learning techniques and curriculum development | - Develops curriculum and provides direct instruction of adult learning classes  
- Tutors students  
- Manages the volunteer tutor program, assesses competencies of students and tutors, develops and conducts orientation curriculum and other training programs  
- Assesses students’ academic skill levels and oversees methodologies and materials used  
- Shares specialized knowledge inside and outside of the University | IMPACT Some impact on operations, resources, or University’s reputation  
SCOPE Provides training for employees | RECEIVED:  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within assigned duties. Complex assignments are usually reviewed upon completion.  
GIVEN:  
Individual Contributor: Works independently or as part of a team to achieve results. |

### 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