### Human Resources Job Function

#### HR Training Job Family

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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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| 59    | Training Manager II   | Bachelor’s degree Master’s degree preferred 8+ years of experience in instructional design, curriculum development, assessment and project management skills | • Identifies training needs and designs and develops appropriate training courses  
• Develops in-house training materials independently  
• Oversees all training and administrative aspects of the program(s)  
• Assesses effectiveness of training programs and develops improvements to training courses and materials  
• Builds strategic alliances for major projects  
• Negotiates and influences successfully within and beyond the project, function, or department  
• Seeks significant opportunities for new services | IMPACT: Significant impact on operations, resources, or University’s reputation  
SCOPE: Manages a large 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