

Minimum Qualification Specifications
for the Classes:TRAINING & DEVELOPMENT COORDINATOR III, IVEducation Requirement:

Bachelor's degree from an accredited four (4) year college or university in Business Administration, Health Care Administration, Human Resources, Communications, Education, or a related field.

Excess work experience as described under Experience below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum leading to a bachelor's degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described below:

Class Title	Specialized Exper (years)	Healthcare Exper (years)	Supervisory Exper (years)	Total Exper (years)
Training & Development Coordinator III	1 ½	0	0	1 ½
Training & Development Coordinator IV	2	½	*	2 ½

Specialized Experience: Progressively responsible professional work experience in organizing training, education, instructional design, and/or project management. Such experience must show ability to conduct training, coordinate training activities, develop training materials and/or plan and execute projects.

Healthcare Experience: Progressively responsible professional work experience in teaching and/or curriculum planning in a healthcare setting. Such experience must have involved participation in the development of training and education materials for a hospital/healthcare facility and conducting training to hospital/healthcare staff. Clerical or technical experience in a healthcare setting involving work which is limited to the application of training and education materials in support of the functions described above is not qualifying.

*For the Training & Development Coordinator IV level, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

1. Possession of a master's degree from an accredited college or university in Business Administration, Health Care Administration, Human Resources, Communications, Education, or a related field, may be substituted for one (1) year of specialized experience.

Quality of Experience:

Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate that the applicant has the ability to perform the duties of the position for which the applicant is being considered.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition, which would cause applicants to be a hazard to themselves or others, is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP & Chief Human Resources Officer.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is the first minimum qualification specifications for the classes, TRAINING & DEVELOPMENT COORDINATOR III and TRAINING & DEVELOPMENT COORDINATOR IV effective March 8, 2022.

DATE APPROVED: 03/08/2022

JUANITA LAUTI
Vice President & Chief Human Resources Officer