

Oklahoma Department of Corrections
Unclassified Job Descriptor

Training Manager II

Basic Purpose:

Positions in this job are responsible for managing the correctional training officers in the field, providing comprehensive, department-wide training that includes pre-service, specialized in-service, and various certification training programs.

Typical Functions:

- Oversees the design and development of training curricula to ensure compliance with applicable laws, rules and regulations and to ensure accomplishment of training objectives; monitors proposed and enacted changes in laws and revisions in policies and procedures and ensures curricula is revised accordingly.
- Responsible for developing and implementing training evaluation for all aspects of the assigned training programs to include participant reaction, understanding, transfer of knowledge and application of learning.
- Conducts organizational development activities, a variety of projects, team building exercises, and problem-solving initiatives.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of employee training and development; of training needs assessment; of evaluation of training programs; of problem solving and conflict resolution; of the principles and practices of administration and management; of applicable federal and state laws.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of experience in a correctional field or adult education, two (2) years of which were in a supervisory or administrative capacity.

Preferred Qualifications: Master's degree and three (3) years of supervisory or administrative experience in a correctional setting or adult education or closely related field.