

Job Description

Title: Training Analyst

Cost Ctr: 903-000

Work Location: Addison, TX

Position Status: Full-time Part-time

Division & Department: Human Resources

Position Reports to: Director, HR

JOB SUMMARY

- The Training Analyst relies on knowledge of and experience with analyzing and evaluating organizational training needs to develop and oversee training methods and materials resulting in meeting organizational strategic goals. This job requires the ability to conduct a needs assessment, recommend and develop appropriate changes to support a culture of learning. Responsible for actively conducting and leading internal training sessions. Advanced knowledge in measuring effectiveness of current program and ability to recommend and implement program changes, and the ability to work independently with little supervision is required.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Conduct needs assessments to ensure conformity with mission training objectives and develops training plans as needed and recommend program changes.
- Prepares auxiliary plans for training project completion, including comprehensive scripting and timelines. Coordinates related instructional document preparation.
- Prepares training status reports and communications as required.
- Develops and recommends methods and materials for training staff and may propose new curriculum, ideas for group discussions, demonstrations, and workshops.
- Incorporates new training methods that will enhance programs and are relevant to meeting company strategic goals.
- Remains current on developments in training and instructional methodologies, including technology enhancements.
- May conduct analysis of instructor performance to drive improvements.
- Plan, schedule, and administer training workshops.
- Proven ability to effectively communicate and design messaging; excellent public speaking abilities.
- Works with various departments to gain agreement on skill gaps to be filled.
- Coordinates external training classes and assists team members in career development by converting requirements into applicable training.

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KNOWLEDGE, SKILLS AND ABILITIES [education, certification, experience, general skills]

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Requires Bachelor's degree
- Requires 3-5 years of related experience
- Excellent interpersonal, verbal, written, presentation skills and the ability to present complex information to a variety of audiences
- Ability to actively conduct and lead internal training sessions
- Ability to operate in a fast-paced environment
- Proven ability to master the full training cycle
- Adequate knowledge of learning management software

SPECIAL REQUIREMENTS [Travel %, language, etc.]

- <20% [domestic/international] travel required

WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard [office/warehouse/lab] environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an [office/warehouse/lab] setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of

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employment. The employment relationship between the Company and its employees is “At-Will” and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.

<i>Human Resources use only</i>	
Job Title	Training Analyst
Management (Yes / No)	No
Status (Exempt / Non-Exempt)	Exempt
Date Revised	9/7/18/2018
HR Approval Signature / Date	C Woodson 9/7/2018
Executive Approval Signature / Date	