

**Department of Revenue Services
Job Opportunity**

Training Program Coordinator

Open To: Candidates on a current examination list and Lateral Transfers
Location: 25 Sigourney Street, Hartford, CT
Hours: First Shift (Full-Time/40 hours per week)
Salary: \$64,284.00 Starting Annual Salary
Posting Number: 14-47
Closing Date: July 28, 2014

The [Department of Revenue Services](#) is seeking a qualified candidate to fill a [Training Program Coordinator](#) position in the Office of Training, Lean & Communications (TLC). This class will be accountable for the development and implementation of a comprehensive training program covering a variety of training topics.

Eligibility Requirement: Candidates must have applied for and passed the [Training Program Coordinator](#) exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Example of Duties: Plans, develops, coordinates and evaluates a comprehensive training program; establishes and coordinates training calendar; conducts needs assessments; develops training program objectives; researches and develops course curricula, outlines and content; selects and develops training methods and materials; researches learning material and resources; provides direction to subject matter experts utilized within training program and provides train-the-trainer services within program area; monitors and evaluates training program outcomes including instructor performance, participant progress and consumer satisfaction; provides technical assistance and consultation to agency managers and/or staff of organizations which participate in particular training program(s); organizes and maintains up to date training materials for courses within training program and may coordinate distribution of materials to instructors as needed; may provide consultative services to agency managers regarding organization development; may conduct some training classes.

Note: The filling of this position will be done in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, a completed [State Application for Employment](#) (CT-HR-12) form, and last two (2) performance evaluations or three (3) supervisory or managerial professional letters, **clearly indicating the posting number**, to the address listed below:

**Department of Revenue Services
Human Resources, 19th Floor
25 Sigourney St.
Hartford, CT 06106
Attention: **Shabina Bhura****

The Department of Revenue Services is an Affirmative Action/Equal Opportunity Employer