



Executive Service Position Announcement

Training Officer 2

Monthly Salary Range: \$3,498-\$5,598

Application Deadline: March 31, 2016

The Tennessee Department of Revenue is seeking a highly qualified and motivated individual for a full-time Training Officer 2 position in the Department's Human Resources office in Nashville. This executive service position is a salary grade 32 on the basic pay plan, with a monthly pay range of \$3,498-\$5,598 and an annual pay range of \$41,976-\$67,176. The starting salary for the appointee will depend on the individual's experience and education.

Principal Duties and Responsibilities

- Facilitate training workshops
- Identify agency training needs and collaborate to devise solutions
- Maintain training enrollments, records, and reports
- Act as liaison to the Department of Human Resources regarding training and development matters
- Communicate with subject matter experts for in-house development & facilitation
- Verify and approve training costs
- Develop and facilitate new training, meetings and work sessions
- Create annual employee training plans

Education and Experience

- Bachelor's degree and three years of experience in academic teaching, educational administration, development of instructional materials for academic programs, or training.
- Additional graduate coursework in one of the following may be substituted for the three years of experience: (1) Human Resources Management; (2) Industrial/Organizational Psychology; or (3) any field related to the design or evaluation of curriculum and related instructional processes
- Facilitation certification from the Department of Human Resources preferred

To apply, please email a letter of interest (detailing your qualifications for the position) and current resume **no later than March 31, 2016**, to Abby Sparks, Human Resources Director, at Abigail.Sparks@tn.gov.

The Tennessee Department of Revenue is an AA/EEO/ADA equal opportunity employer.