



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
**Department of Human Services**

Office of Human Resources and Labor Relations

## VACANCY ANNOUNCEMENT

The Department of Human Services seeks candidates interested in the following position.

**This announcement will be posted internally for 10 business days.**

This is not a complete job description. Complete descriptions can be obtained from the Office of Human Resources in your respective districts.

### Training Coordinator

( 1 Vacancy)

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<i>Department:</i>	Family Assistance	<i>Location:</i>	St. Thomas/St. Croix
<i>Classification:</i>	Classified PC#272000913	<i>Fund:</i>	Federal
<i>Salary:</i>	\$44,595 US27	<i>Full/Part-Time:</i>	Full-time
<i>Posting Date:</i>	September 22, 2014	<i>Closing Date:</i>	October 3, 2014

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### BROAD SCOPE OF POSITION

This is advanced technical work in the field of employee training and development. Work involves the development, coordination, implementation, and evaluation of both generic and specific needs training packages and programs. The role also encompasses organizational and operations analysis functions and related consulting services to program managers. Assignments of a specific training coordinator may relate largely to a given program area, although involvement throughout a department or across departmental lines is predictable. The role includes development of grant proposals and training plans, plus coordination and delivery of actual employee development activities. Specific projects may be directed at broad areas of need, focused upon particular job roles, or be skill specific. Extensive liaison occurs with departmental managers and staff, contractual parties, and program clients. Duties are performed under general direction of a professional supervisor.

### QUALIFICATIONS

BA from a recognized college/university majoring in Psychology, Business, Public Administration or Human Resources or similar field, plus two (2) years experience in employee training and development, coordinating and conducting workshops, seminars or counseling or employee/labor relations; **OR** AA degree in areas previously outlined or sixty(60) college credits and four(4) years experience, two (2) of which must be in the field of employee training and development, coordinating and conducting workshops, seminars or counseling or employee/labor relations.

### HOW TO APPLY:

All internal employees must complete a transfer/promotion form and be certified by the Division of Personnel for the position in which they are applying for. All other applicants must complete an application at the Division of Personnel and submit the following documents: birth certificate, social security card, high school diploma/degree and résumé. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and disability plans, sick and annual leave. You may obtain a copy of the full job description from the Office of Human Resources.

THE GOVERNMENT OF THE VIRGIN ISLANDS  
DEPARTMENT OF HUMAN SERVICES  
IS AN EQUAL OPPORTUNITY EMPLOYER



Asiah Clendinen  
Deputy Commissioner, HR&LR