

Position Description

Classified/Unclassified	Regular/Temporary	Full-Time/Part-Time	% of Time
Unclassified	Regular	Full-Time	100%
Employee Name	Position Number	Position Title	
██████████	K0243330	Work Process Trainer	
Supervisor Name	Supervisor Position Number	Supervisor Title	
██████████	██████████	Training & Cust. Support Mgr	
Location	Department ID	Division	
Zibell Building	5658701000	Division of Vehicles	
FLSA Status	Work Schedule	Regular Hours of Work	
Non-Exempt	8 Hours/Day Mon - Fri	8:00 AM - 4:30 AM	
1. Please Summarize the duties of this position for posting in the job announcement. If this is a request to reallocate the position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.			
This position serves on the Division of Vehicles Training Team. Responsibilities include designing, developing, implementing and evaluating a variety of training programs delivered in a variety of formats, including classroom and computer lab, online and virtual training. Creates user guides, job aids and Power Point presentations. Conducts needs analysis and follow up evaluations. Acts as a liaison between managers, counties, users and trainers to analyze and evaluate our training programs.			
2. How much latitude is allowed incumbent in completing work?			
Considerable			
3. What kinds of instructions, methods and guidelines are given to the incumbent in this position to help do the work?			
This position is given considerable latitude to design, develop and implement training programs that meet the needs of the Division of Vehicles. Assignments are given at a conceptual level giving the position a controlling impact on end results.			
4. Which statement best describes the results of error in action or decision of this incumbent?			
Moderate loss of time			

5. Describe the work of this position. Use the following format for describing the duties: What is the action being done (use action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).

Number Each Task, Indicate Percent of Time and Identify each function as Essential or Marginal by placing an "E" or "M" next to the % of time for each task. Generally, the percent of time assigned to task statements should not be less than 5% and not more than 50% Essential functions are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accommodation. Marginal functions are peripheral, incidental or minimal parts of the position.

Note: The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

The employee in this position has access to confidential information, which must be treated in accordance with the Kansas Department of Revenue Confidentiality Oath and applicable policies and procedures. The person will receive training as it relates to the duties of this position.

In addition to the tasks listed below, the employee is expected to adhere to the Mission and Vision of the agency and to identify personal strengths and developmental needs to increase job performance and career growth. Analyzes work processes, seeks new approaches and makes recommendations to enhance efficiency and effectiveness of the agency. Works professionally with staff, customers and the public, to provide efficient and effective customer service. Contributes to a productive team environment and uses free time as available to assist other staff in the completion of work assignments.

Recognizes responsibilities to the agency and applies effective work habits and attitudes to meet work requirements. Attends work regularly and on time, plans appropriately for absences and assumes personal accountability for work.

#	% of Time	E or M	Description of Duties
1	40%	E	Consultation, Analysis and Development: Responsible for activities that will help to prepare Kansas Department of Revenue (KDOR) and county users regarding Division of Vehicles (DOV) software systems. Designs and develops training modules by researching all information pertinent to the development of user training, including user needs, work processes and workflow, system functionality, and business rules. Conducts extensive research in order to develop a full understanding of material to be taught. Works closely with business unit subject matter experts to develop and update training materials. Reviews training content on an annual bases, usually at the end of the calendar year, to ensure accuracy and updates training materials as needed throughout the year. Learning Management System(LMS): is adept at using the DOV's LMS, LearnSoft.
2	40%	E	Training: Presents training courses, webinars and workshops through development and use of effective teaching skills and facilitation skills. Provides individual coaching and assistance if necessary. Conducts evaluations of training programs, tools and software and revises programs and training methods accordingly. Develops classroom (computer lab), online and virtual training modules and programs, instructor user guides, handouts, visual aids, job aids and manuals. Develops tests and quizzes to evaluate the level of mastery. Uses computer based training (CBT)/online training development software, such as Lectora and Captivate to create training software simulations and fully interactive online training modules.
3	10%	M	Training Enhancements/Knowledge Transfer: Leads special projects and initiatives including skills assessment workshops, and business process workshops. Participates in the development of personal learning plans and ensures that the appropriate knowledge transfer resources are available. Works closely with Division of Vehicles managers, counties, subject matter experts, testers, and development/communications teams to ensure that all stakeholders and system users are properly trained.
4	10%	M	Other Related Duties Assists in a collaborative team effort across the DOV Training Team. Will attend meetings, serve on special projects and assist with other team priorities. May make presentations to management and facilitate group discussions. Performs additional job related duties as assigned by the Training Team Manager. Travel: this position does involve limited travel, typically to our training computer lab in Wichita.

6. Does this position directly supervise agency employees?

No

7. List the position titles and position numbers of all agency employees directly supervised by this position:

8. For what purpose, and with whom and how frequently are contacts made with the public, officials, or other employees?

Contact with	Frequency	Purpose	Other
KDOR staff	Daily	Carry out duties	
Local Government Officials/staff	Occasionally	Provide program information	
State Government Officials/staff	Frequently	Carry out duties	
Vendors	Occasionally	Provide program information	

9. What hazards, risks or discomforts exist on the job or in the work environment and describe any methods, techniques, or procedures that must be used to ensure safety for equipment, employees, customers, and others. Employee is encouraged to follow office safety practices to ensure safety for self and others in the office.

Position Requirement	Frequency
Lifting and/or carrying up to: 15lbs (Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc)	Occasionally
Standing	Occasionally
Traveling in all types of weather (Normal driving and road hazards may occur while traveling)	Occasionally
Sitting	Occasionally

10. Check all machines that are regularly used in the work of the position and indicate frequency with which they are used.

Equipment	Frequency
Computer	Daily
Copier	Frequently
Electronic white board	Frequently
Overhead projector	Frequently
Scanner	Occasionally
Vehicle	Occasionally

11. Minimum Requirements (MR) as stated in the State of Kansas Class Specification.

Two years of experience in developing and delivering training materials and presentations.

12. Special Requirements: Additional qualifications for this position that are necessary to perform the Essential Functions of the position (i.e. license, registration or certification).

13. Security Clearance Requirements: The Security Clearance requirements for this position are:

0*--No Security Clearance Required

14. Preferred education, skills, and experience. (These items will be used to screen applicants when recruiting to fill the position.)

Preferred Education	Degree Area
High School/GED	
Preferred Skills	Description
Computer	Word, Excel, PowerPoint, Access
Grammar	Proofreading, editing, attention to detail

Preferred Experience:

Prefer experience using Computer Based Training development software, such as Lectora and Captivate and experience with a Learning Management System such as LearnSoft.

Position Status: Draft

Print Date: 6/22/2026