

## PLEASE POST ON ALL BULLETIN BOARDS.

This position is posted on an office wide basis to APWU, NALC & NPMHU Crafts. Please see attached and distribute within the San Antonio Bid Cluster.

- This Training Technician PEDC position is a Clerk Craft, and if the successful bidder is from another craft, they will become a Clerk Craft employee and start a new period of seniority.
- The (11) KSA's that must be addressed are located on the Qualifications attachment under Requirements.
- Applicants must demonstrate basic computer skills (Exam718).
- Attached is the required PS Form 991 .

### SELECTION METHOD:

**Best Qualified selection on an office wide basis regardless of craft.**

- Attached is the required data collection sheet.

**VACANY/BULLETIN: #01-BQV-23**

**DATE POSTED: June 08, 2023**

**DATE WITHDRAWN: JUNE 17, 2023**

**DISTRIBUTION: DISTRICT, CSO, SAPO, SAP&DC, ANNEX, SA VMF, UNION**

**Work Schedule: 0900 – 1800 – 60L – Sa – SuS**

JOB ID/Position: 71819835	Vacated on: 06/03/2023	Vacated By: JOSUE RIOS	
Occupation Code: 1712-34XX TRAINING TECHNICIAN PEDC		PS Type / PS Group: P7 / 07	Job: 00050700
Posted Reason:	Position Status:	Posted Position Status:	Craft: Clerk
Cost Center: 487980	Employee Group/EG: Full Time	Employee SubGroup: Clerks - NonEQ	

**DUTIES AND RESPONSIBILITIES:**

1. Instructs craft employees in work methods, procedures, skill requirements, duties, and responsibilities of positions and work assignments.
2. Applies accepted principles of learning to all instructor assignments.
3. Provides for each trainee the full opportunity to understand, participate in demonstrations, and discuss training ensuring that all necessary skills and knowledge have been acquired.
4. Coordinates the development of training plans for classroom and on-the-job instruction.
5. Applies the most effective technique(s) of instruction to accomplish specific learning objectives.
6. Uses a variety of training devices and visual aids.
7. Informs employees of standards and criteria used to evaluate satisfactory performance.
8. Maintains accurate training records in accordance with approved procedures.
9. Occasionally performs other job related tasks in support of primary duties.

**SUPERVISION:**

Supervisor assigned to the training function.

**SELECTION METHOD:**

Best Qualified selection on an office wide basis regardless of craft.

**BARGAINING UNIT:**

CLERK

**KEY POSITION REFERENCE:**

**SEE YOUR CRAFT DIRECTOR OR CALL THE  
UNION OFFICE AT 210-271-0853 FOR  
ADDITIONAL INFORMATION**