

Table 5: Safety, Training & Human Resources Pathway

| Occupation Title | Occupation Description | Occupation-Specific Knowledge & Skills | Education/ Training Requirements |
|----------------------------------|--|---|---|
| Safety/Security Manager | Plan and implement corporate safety programs (including transportation and facility programs); coordinate and lead safety teams/committees to facilitate workforce safety training | <ul style="list-style-type: none"> • Knowledge of local, state, and national laws and regulations regarding the safe transportation and storage of goods, and the safe operation of facilities • Knowledge of compliance software, MSDS software, SIL software, and safety, health, and environmental management software • Knowledge of appropriate tools and technology used to analyze various safety conditions • Knowledge of principles and methods for safety curriculum design and development • Knowledge and application experience with leadership, human resource management, resource allocation, and strategic planning • Knowledge of best practices for customer service and quality <p>Key skills include communication, leadership, active listening, critical thinking, time/task/project management, strategic planning, team building, instructing, problem solving, and decision making</p> | Minimum of 2-4 years of work experience needed, along with a bachelor's degree for most |
| Training and Development Manager | Plan, develop, and coordinate corporate training programs; train and evaluate instructors; develop tests and assessments, new courses, and training manuals and policy guides | <ul style="list-style-type: none"> • Knowledge of principles and methods for receiving, storing, and shipping goods • Knowledge of logistics planning and supply chain management • Knowledge of principles and methods for moving goods • Knowledge of best practices for customer service and quality • Knowledge and application experience with leadership, human resource management, resource allocation, corporate policies, and strategic planning • Knowledge of principles and methods for developing, implementing, and evaluating job-relevant curriculum and training programs • Knowledge of effective instruction, presentation, and communication techniques <p>Key skills include strategic planning, budgeting, communication, active listening, instructing, writing, and task/project/time management</p> | Minimum of 2-4 years of work experience needed, along with a bachelor's degree for most |

(Table 5, continued)

| Occupation Title | Occupation Description | Occupation-Specific Knowledge & Skills | Education/ Training Requirements |
|-----------------------------|---|---|--|
| Training/Safety Coordinator | Coordinate and implement corporate training programs, especially safety training; research available “off-the-shelf” training solutions, as well as custom-designed courses | <ul style="list-style-type: none">• Knowledge of principles and methods for receiving, storing, and shipping goods• Knowledge of logistics planning and supply chain management• Knowledge of principles and methods for moving goods• Knowledge of best practices for customer service and quality• Knowledge of principles and methods for developing, implementing, and evaluating job-relevant curriculum and training programs• Knowledge of planning and scheduling software• Knowledge of effective instruction, presentation, and communication techniques <p>Key skills include communication, active listening, instructing, time management, writing, and research methods</p> | Minimum of 2-4 years of work experience needed, experience in instruction a plus; some require a bachelor’s degree |
| Human Resources Manager | Plan, implement, and coordinate the human resource management activities of an organization, such as compensation, benefits, recruiting, training, hiring/firing, corporate policies, and regulatory compliance | <ul style="list-style-type: none">• Knowledge of principles and methods for receiving, storing, labeling, handling, and shipping goods• Knowledge of logistics planning and supply chain management• Knowledge of principles and methods for moving goods• Knowledge of best practices for customer service, safety, and quality• Knowledge and application experience with leadership, human resource management, resource allocation, corporate policies, and strategic planning• Knowledge of human resources, time accounting, document management, database, and word processing software• Knowledge of local, state, and national laws and regulations regarding corporate policies and operations <p>Key skills include communication, leadership, active listening, personnel management, instructing, strategic planning, time/task/project management, problem solving, and decision making</p> | Minimum of 2-4 years of work experience needed, along with a bachelor’s degree for most |

(Table 5, continued)

| Occupation Title | Occupation Description | Occupation-Specific Knowledge & Skills | Education/ Training Requirements |
|---------------------------|--|---|--|
| Human Resources Assistant | Compile and record employee data; assist in employee hiring and clarification of corporate policies and benefits | <ul style="list-style-type: none">• Knowledge of basic corporate operations (transportation, warehousing/distribution, logistics)• Knowledge of best practices for customer service, safety, and quality• Knowledge of administrative and clerical procedures for managing data and employee records• Knowledge and application experience with leadership, human resource management, resource allocation, corporate policies, and strategic planning <p>Key skills include communication, computer, active listening, instructing, and time management</p> | Previous work experience or knowledge is required; vocational training or associate's degree preferred |