

HUMAN SERVICES STAFF DEVELOPMENT COORDINATOR 455

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordination of the staff development and human services management functions for the Department of Family Services in the County government. Duties will include development and implementation of staff development programs, training programs and orientation of human services staff. Work is performed under general direction and in accordance with established policies. Leeway is allowed for the exercise of independent judgment in performing most job duties.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

May make recommendations regarding the development of agency policies and goals;

Identifies staff development, in-service, and other training needs and develops a comprehensive staff development plan;

Develops, conducts and/or coordinates training programs as relevant to the delivery of human services programs;

Develops and disseminates training materials as relevant to training needs;

Initiates staff recognition events;

Establishes and maintains a resource library and audiovisual aids and equipment to enhance communications, knowledge and awareness;

Maintains employee time keeping records, including records relating to the use of leave time and the accrual of overtime;

Conducts the department's orientation of new employees;

Assists in identifying performance standards;

May conduct studies or surveys in support of the human services function;

May supervise clerical subordinate staff;

May perform other duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of planning and executing the human services management function in a governmental agency; good knowledge of the principles and practices of conducting staff development programs; good knowledge of the concepts and practices used to develop a training curriculum; working knowledge of the principles of learning and instruction; ability to assess and evaluate training needs; ability to present ideas clearly both orally and in writing; ability to establish and maintain effective working relationships with others; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents and two (2) years of experience in teaching, staff development, or in performing human resources functions; or
- (B) Possession of an Bachelor's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents and four (4) years of experience as described in (A) above; or

- (C) Possession of an Associate's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents and six (6) years of experience as described in (A) above.

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Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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