

STAFF DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is liaison work involving the responsibility for coordinating the development of the entire staff development program of an agency including orientation, in-service training and educational leave for all employees. Work is performed under general direction of the Commissioner of Social Services in accordance with established staff development policies and objectives. Technical consultation and assistance for carrying out the objectives of this program are provided by the State Department of Social Services, Staff Development Personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the formulation of policies and procedures for the administration of the department;
Assists the Commissioner in matters related to budget, personnel and agency procedures;
Develops staffing and funding requirements for areas of responsibility for inclusion in the budget;
Conducts studies to identify training and education needs of an agency;
Assists in the development of training programs to meet these needs;
May conduct portions of a formalized training program;
May conduct the departmental orientation program;
Makes arrangements for the physical facilities and equipment for training sessions;
Coordinates all matters relating to training and education programs;
Establishes methods, in consultation with other management personnel, for evaluation of staff work performance;
Maintains records of employee educational leave as well as the processing of tuition and/or reimbursement for employee education;
Prepares and submits a staff development training plan for the agency;
Maintains materials relating to training programs such as films, books and related material;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of conducting a staff development program; working knowledge of principles and practices of social casework; working knowledge of Federal, State and local public welfare laws and programs; ability to plan and develop curricula and lesson plans; ability to analyze

STAFF DEVELOPMENT COORDINATOR (cont'd)

jobs, functions and problems; ability to assist in implementing training programs; ability to write clear and accurate reports and records; ability to establish and maintain effective relationships with people; good judgment; emotional maturity; resourcefulness; initiative and tact.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in social work or successful completion of two (2) years of graduate level study in an accredited school of social work; or
- b) Bachelor's degree and two (2) years of full-time paid social work experience in an agency adhering to acceptable standards; or
- c) An equivalent combination of training and experience as described in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTES:

1. Full-time paid experience in teaching or in the planning, developing and supervision of in-service training may be substituted for the two (2) years of social work experience on a year-for-year basis.
2. Successful completion of one (1) year of graduate study in any field may be substituted for one (1) year of the required experience.

SPECIAL REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.