

COORDINATOR, TRAINING PROGRAMS

DISTINGUISHING FEATURES OF THE CLASS: This is primarily coordinating work that involves responsibility for creating, coordinating, organizing, and implementing training programs for Rockland County employees, especially as they pertain to career development, management training, employee relations and policies and procedures that ensure compliance with Federal, New York State, and local laws and regulations that govern employment practices in the areas of discrimination, sexual harassment, affirmative action and equal employment. The work may also involve the investigation and resolution of employee complaints of work-related discrimination, sexual harassment and other related workplace violations of Federal, New York State, and local civil rights laws, regulations, or policies, especially as they directly pertain to the policies and procedures presented in training programs. The work is performed under the direct supervision of the Commissioner of Personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates, develops, implements, and monitors training programs by researching and gathering training materials, scheduling training, distributing training materials, conducting training sessions, etc.;

Contacts and coordinates with individuals and educational institutions to contract and arrange training courses and programs;

Develops training classes using multimedia materials and presentations regarding a variety of training topics, especially those that pertain management training and Federal, New York State, and local laws and regulations that govern employment practices in the areas of discrimination, sexual harassment, affirmative action and equal employment;

Acts as liaison with County departments, community organizations, local, state, and federal representatives in order to exchange information regarding training resources, gather training materials, identify potential training needs, and develop training programs to meet training needs, etc.;

Develops and maintains forms and other records to track and monitor County training programs and organize information regarding the effectiveness of training programs;

Prepares a variety of reports, memoranda, and correspondence, especially as they pertain to training and related matters;

Attends meetings and conferences, as assigned;

Investigates complaints of alleged work-related discrimination, sexual harassment and related workplace violations by interviewing complainants and witnesses and gathering other data relative to allegations in the complaint;

Prepares reports on investigative findings in accordance with Federal, New York State, and local guidelines and regulations;

Evaluates complaints and findings in order to identify training needs and gather information that may be used to ameliorate problems related to Federal, New York State, and local laws and regulations that govern employment practices in the areas of discrimination, sexual harassment, affirmative action and equal employment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of sexual harassment prevention, diversity training, affirmative action and equal employment opportunity; good knowledge of training resources for government employees*; good knowledge of the structure of Rockland County government; good knowledge of interviewing techniques and practices; ability to coordinate training programs*; good knowledge of business, management, and leadership principles; good knowledge of media production, communication, and adult learning techniques and methods; ability to communicate effectively, both orally and in writing; ability to prepare a variety of written reports; ability to understand and interpret complex written material; ability to establish and maintain cooperative relationships with others.

(over)

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree in Psychology, Counseling, Business Administration, Education, or comparable curriculum and three (3) years of professional work experience that substantially involved the development, coordination, and/or implementation of employee training programs; or
2. A Bachelor's degree and five (5) years of professional work experience that substantially involved the development, coordination, and/or implementation of employee training programs.

*To be demonstrated during the probationary period.