

STAFF DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for coordinating and directing a comprehensive staff development program to provide for the orientation and training of all agency personnel. The work is performed under the general direction of a higher level administrator and supervision is provided to a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and analyzes current staff development and training programs in order to identify ongoing staff development and training needs;

Plans, organizes and implements specific employee development programs and training activities including the development and delivery of courses and materials on a variety of topics (e.g., casework in a social services setting, cultural competence, supervisor education, performance related programs, etc.);

Conducts on-going assessments of employee job tasks (i.e., casework, interviewing, fraud investigation, eligibility determination, etc.) and corresponding skill development to determine where gaps exist;

Identifies and retains individuals and educational institutions to provide training that corresponds to identified training gaps;

Provides research, recommendations and needs analysis for statewide training incentives;

Tracks and monitors the agency's professional educational development and may act as a facilitator for the agency's educational committee to ensure compliance with state mandated training curriculum;

Acts as liaison to other organizations and agencies (e.g., State Office of Temporary Assistance, the Office of Children and Family Services, etc. when employed by the Department of Social Services) to assure that current staff development programs remain consistent with regulatory changes;

Conducts an orientation program for new employees;

Provides individualized training on all agency policies;

Explores and obtains outside sources of funding for staff development programs and monitors and evaluates training provided through such sources;

Assists in the selection, orientation and oversight of all youth, student and internship placements;

Provides training to agency instructors and supervisors on the skills and techniques needed to deliver effective training to staff;

Provides cultural competency support and training to staff on a variety of multi-disciplinary teams.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques of developing, supervising and evaluating training programs; good knowledge of administrative practices, group processes and performance evaluation; ability to interpret and analyze administrative directives and new legislation; ability to plan and develop curricula and lesson plans; ability to assess training needs and to teach and train a variety of professional, technical and service employees; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain successful relationships with others.

(over)

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree in Human Resources, Social Work, Public Administration, Education, Business Administration, Psychology, or comparable curriculum, and three (3) years of full time paid work experience in developing and administering employee training and development programs; or
2. A Master's degree in Human Resources, Social Work, Public Administration, Education, Business Administration, Psychology, or comparable curriculum, and one (1) year of full time paid work experience in developing and administering employee training and development programs.

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Competitive