

Department: Social Services
Classification: Competitive
Grade: 12

SPEC DISK B3
DOCUMENT 3

STAFF DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves 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 the 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. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts studies to identify training and educational 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;
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.

FULL PERFORMANCE KNOWLEDGE, 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 case work; working knowledge of Federal, State and local public welfare laws and programs; ability to plan and develop curricula and lesson plans; ability to analyze 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; sound judgment; emotional maturity; resourcefulness; initiative and tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree and two years of full-time paid social work experience in an agency adhering to acceptable standards; or

(b) Possession of a Masters degree in social work or successful completion of two full years of study in a regionally accredited or New York State registered school of social work; or

(c) Two years of permanent service as a Caseworker in a local Social Services district in New York State; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

NOTE: Full-time paid experience in teaching or in the planning, developing and supervision of in-service training may be substituted for two years of the social work experience on a year-for-year basis. Successful completion of one year of graduate study in a regionally accredited or New York State registered college or university in any field may be substituted for one year of the required experience.