

## Staff Development Specialist Tompkins County

**Department:** Department of Social Services, T-S-T BOCES

**Classification:** Competitive

**Labor Grade:** 12

**Approved:** Bd. Res. #489 12/18/1990

**Revised:** 5/91; 7/92; 12/14; 02/15; 5/15; 1/20

**By:** AG, Deputy Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in education, social work, cultural studies or human services **AND EITHER** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in the delivery of human services to low income households including eligibility determination, or social casework, child support enforcement, investigation or special projects for a public or not-for-profit human services agency **OR** one year of full-time paid (or the equivalent part-time and/or volunteer) experience teaching, training or providing in-service education to adults; **OR**
2. Possession of at least 60 credit hours from a regionally accredited or New York State registered college with at least twelve credit hours in education, social work, cultural studies or human services **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in the delivery of human services to low income households including eligibility determination, social casework, child support enforcement, investigation or special projects; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional training position. The Staff Development Specialist, with the assistance and supervision of the Deputy Commissioner or TST BOCES administrative staff, assesses, develops, implements, presents, and evaluates comprehensive training programs for the Department of Social Services or TST BOCES. The work involves all program areas in the department with occasional assistance offered to other county agencies or TST Educational programs. This position is responsible for providing agency orientation and in-service training for department employees. The work is performed under the general supervision of the Deputy Commissioner or BOCES administrative staff, who also provides technical consultation for carrying out the objectives. Supervision of others is not a function of this class. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Carries out needs assessments to identify training and educational needs of staff in the Department of Social Services or TST BOCES Smith School;
- Works with community agencies, both local and statewide, universities and community colleges to develop training curriculum and programs;
- Conducts formal training programs and in-services;
- Makes arrangements for the physical facilities and equipment for training sessions for own agency and others who use the training facilities;
- Presents, cooperatively, workshops of local and regional interest with community agencies;
- Conducts orientation for new employees of the Department of Social Services or TST BOCES Smith School;
- Monitors local and state training events;
- Administers state mandated/non-mandated training for all levels of staff including notification, travel arrangements, and record keeping;
- Curriculum development and/or researching availability of audio visual materials and curricula designed for training purposes.
- Help Create and manage FBA/BIPs (for BOCES)

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the principles and practices of conducting staff development program;
- Working knowledge of the principles and practices of social case work;
- Working knowledge of Federal, State and local Public Welfare laws and programs;
- Ability to plan and develop training outlines;
- Ability to prepare and maintain clear and accurate reports and records;
- Ability to establish and maintain effective relationships with people;
- Competent in use of standard business software (word processing, spreadsheet, presentation);
- Ability to maintain training records and a training database;
- Good judgment;
- The employee's physical condition shall be commensurate with the demands of the position;

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