

Staff Development Specialist Tompkins County

Department: Department of Social Services, T-S-T BOCES
Classification: Competitive
Labor Grade: White Collar Grade 12
Approved: Bd. Res. #489 12/18/1990
Revised: 5/91; 7/92; 12/14; 02/15; 5/15; 1/20; 5/25
By: HB, 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 and documentation monitoring position. The Staff Development Specialist, with the assistance and supervision of the department head or their designee, assesses, develops, implements, presents, and evaluates comprehensive training programs. The work involves all program areas in the department with occasional assistance offered to other agencies or programs. This position is responsible for providing orientation/onboarding and in-service training for employees. This position also tracks the implementation of training, certification, renewals, for staff and the documentation and review process in keeping with required regulations. The work is performed under the general supervision of the department head or their designee, 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
- 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
- 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.
- Manages the documentation of training, renewals and certifications of employees
- Ensures documentation, notification and review procedures in keeping with regulations

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of conducting staff development program;
- 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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