

DIRECTOR OF PROGRAM DEVELOPMENT II (STAFF DEVELOPMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Social Services or other executive staff as designated, the incumbent is responsible for the development, coordination and implementation of a comprehensive staff development program for the Department of Social Services. The incumbent is responsible for the formulation of policies and procedures and the ongoing review of the staff development program for the agency. This program includes determinations of departmental staff developmental needs and developing and implementing programming to meet these needs. Supervision is exercised over a number of professional staff through subordinate management staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans the overall design for a continuous in-service program for all employees and develops training policies and procedures;

Develops policies, procedures and oversees the implementation of a formal orientation program for all new employees;

Supervises the development, revision and implementation of standard or specialized training programs;

Supervises other managers in the implementation of program objectives;

Establishes policies and procedures for the selection of employees to attend seminars, training sessions, conferences, classes, etc.;

Directs and coordinates all matters relating to training and education programs;

Conducts formalized training;

Develops goals and objectives and evaluates results;

Prepares an annual Staff Development Plan as well as other reports;

Prepares the budget for the staff development unit for submission to the Financial unit of Social Services;

Directs the disbursement of training funds, including all purchases of books and periodicals and the department's memberships and subscriptions;

Develops and supervises the preparation of requests for training proposals to educational institutions and collaborates on curriculum design for in-service training and education, such as the "Administrative Management Training Program" through Pace University;

Researches formula grant opportunities and supervises the preparation of training grant applications;

Monitors the progress of formula grant training and education programs;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Supervises the development, revision and installation of standard and specialized training and education programs, outlines and materials;

Conducts studies to determine training needs, establishes criteria and evaluates results;

Directs the operation of the Educational Resource Center including the departmental library, audio-visual equipment, software applications and training rooms;

Organizes and provides technical guidance in the development of training and educational programs;

Collaborates and makes recommendations to department's Personnel Director on issues related to the staff appraisal systems, assignment of staff returning from educational leave and the content of job specifications;

Uses computer applications or other automated systems such as spreadsheets, word processing, email, calendar and database software in performing work assignments;

Keeps abreast of the latest developments in orientation and training;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and techniques of developing, supervising and evaluating training and education programs; thorough knowledge of federal and state laws governing training and education in social services; thorough knowledge of the organization of the department in relationship to its established goals; good knowledge of the departmental policies as they relate to social services programs; ability to plan and develop curricula and to integrate training programs with line operations; ability to analyze the department to determine staff and departmental training needs; ability to write clear and accurate reports; ability to plan and supervise the work of professional and clerical workers; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelors Degree* and six years of experience in a social service agency where the primary function of the position was either providing social casework services or supervising the determination of eligibility for temporary assistance benefits, which included or was supplemented by two years of experience that involved providing or coordinating training to a social services staff.

SUBSTITUTIONS: 30 credits* towards a Master's Degree* in Social Work, Education, Public Administration or a related field may be substituted on a year for year basis for the above experience for up one year of the experience above. Candidates must possess the two years of experience involving providing or coordinating training to a social services staff.

NOTE: Unless otherwise noted, only experience attained after gaining the minimum qualifications will be considered in evaluating training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.