

PROGRAM COORDINATOR (PROBATION TRAINING AND STAFF DEVELOPMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Probation and the Chief of Planning, Research and Staff Development-Probation, an incumbent of this position is responsible for developing and implementing the department's comprehensive training program, which involves developing, planning and coordinating mandated training programs in accordance with the New York State Division of Probation and Correctional Alternatives (DPCA), the Westchester County Department of Probation, and the New York State Probation Officer's Association. Responsibilities involve ensuring that the department's 200 sworn Probation Officers and Supervising Probation Officers receive yearly, mandated training, and that other training opportunities relating to field operations (i.e., drugs addiction, sex offences, domestic violence, DWI, gangs, etc.) are offered in a manner that expands and enhances staff development and improves the quality of the workforce. The incumbent of this position has significant and substantive contact with the DPCA in developing and expanding the Westchester County Department of Probation and New York state curricula to ensure that Officers are given optimum training opportunities. The incumbent significantly participates in issues relating to staff development in consultation with the direct supervisor as well as the Commissioner. Considerable independent judgment is exercised in determining which non-mandated training programs will be offered, as well as substantial coordination with Supervising Probation Officers to coordinate the training of Probation Officers under their assignment. This position may supervise subordinate clerical staff and act in a lead capacity over other subordinates within the unit. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements a comprehensive training program for the Department of Probation, ensuring that all sworn officers receive mandated, regulatory on-going training to meet criteria established by the Westchester County Department of Probation, the Division of Probation and Correctional Alternatives and the New York State Probation Officer's Association;

Participates with the New York State Council of Probation Administrators (COPA) and the New York State Probation Officer's Association (POA) in the development and enhancement of curricula as mandated by the New York State Division of Probation and Correctional Alternatives;;

Establishes and maintains communications with a network of professional groups, associations, federal, state and local government agencies to research staff development trends in the field of criminal justice, and to cultivate new training opportunities for staff;

Coordinates, supervises and conducts in-house training programs to ensure Officers are optimally trained;

Evaluates departmental programs and training efforts to determine their effectiveness and implements enhancements to respond to changing trends, state regulatory mandates and departmental training objectives;

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

Determines the initiation and/or continuation of non-mandated training programs based on departmental feedback and an in response to the needs of the department with regard to operations in the field;

Supervises the development and maintenance of a training database to ensure compliance with state training mandates; assures through these automated records that all sworn personnel meet mandated training requirements according to mandatory state guidelines for purposes of liability, as well as to ensure state funding;

Coordinates with Assistant Commissioners of Probation and Supervising Probation Officers the selection of Probation Officers for specific training opportunities as they become available; along with these managers, ensures adequate staffing while Officers attend training;

Develops and prepares management reports and training monitoring tools to assess the effectiveness of training programs and initiatives and to monitor progress towards the overall goals and objectives of the department;

Assists the Chief of Planning, Research and Staff Development-Probation in preparing and monitoring the training budget; researches grants opportunities for training initiatives;

Analyzes the ongoing performance of mandated and non-mandated training programs, and develops plans, methods and procedures to correct or improve training initiatives;

Represents the Commissioner and the Chief of Planning, Research and Staff Development-Probation at state, regional and local staff development planning meetings and in ad hoc committee meetings to participate in the future development of training for Probation Officers throughout the state;

Coordinates with other County agencies such as the Parks Department and the Department of Correction to secure range facilities, schedule firearms instructors for service on range days to ensure appropriate instructor/participant ratios; supervises all instructors on the range;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern probation principles and practices; thorough knowledge of mandated training programs as established by the New York State Department of Probation and the Division of Probation and Correctional Alternatives; good knowledge of modern trends in the field of Probation and the regulations affecting the delivery of training services; good knowledge of the principles and practices of public administration; ability to identify program problem areas and critical factors and to develop realistic solutions;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

ability to develop necessary procedures to effectively integrate program changes with ongoing operations; 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 duties of the position; initiative; resourcefulness; discretion; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of experience which involved the conduct and planning of training programs in the field of criminal justice.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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