

STAFF DEVELOPMENT SPECIALIST (PROFESSIONAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for coordinating, developing and conducting seminars, orientations and training sessions aimed at enhancing and developing the managerial, professional, administrative and technical skills of departmental personnel. In addition, this position assists managers and supervisors in identifying and assessing training needs and individual participants in order to design programs intended to satisfy departmental and individual professional developmental needs. Supervision may be provided to administrative and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares, coordinates and conducts orientation and training sessions for new employees;

Confers with Division Heads and Directors to identify training needs and organize training programs designed to enhance and develop the skills and techniques of assigned personnel;

Participates in the development, implementation and evaluation of continuous in-service training programs, seminars and workshops for all levels of departmental personnel;

Assists in the preparation of requests for training proposals and coordinates training activities with educational institutions;

Acts as liaison to schools where staff are located or may be attending;

May supervise and maintain the Department's library and audio-visual equipment;

Prepares special studies and reports as required;

Keeps abreast of the latest developments, practices and techniques used in the field of staff development and training;

May supervise administrative and clerical support staff as needed;

May perform other incidental tasks, as needed;

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

May perform other incidental tasks, as needed.

FUL PERFORMANCE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and techniques of developing, coordinating, conducting and evaluating training programs; good knowledge of the principles and practices of public social services; good knowledge of Federal and State laws relating to the programs and services of the Department of Social Services; ability to plan and develop curricula and lesson plans; ability to train all levels of employees; ability to prepare clear and concise reports; ability to make sound judgments; ability to work independently; ability to read and interpret complex material; skill in selecting and using audio-visual equipment and other training resources; ability to use computer applications such as spreadsheets, word processing, email and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years of experience managing a caseload of clients in an area of social services such as food stamps, income maintenance, medical assistance or support collection in a social service agency, including or supplemented by one year of specialized experience in either: (a) teaching graduate social work, education, or public administration courses; or (b) conducting seminars or training sessions in a social services agency; or (c) supervising para-professional, professional, administrative or managerial personnel in a social services agency.

SUBSTITUTIONS: A Master's Degree* may be substituted for the above experience at the rate of 30 credit* hours per year for up to two years. There is no substitute for the one year of specialized 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 Education Department as a post-secondary, degree-granting institution.