



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title:	<b>STAFF DEVELOPMENT SUPERVISOR</b>
Jurisdictional Class:	Competitive
Civil Division:	County
Adoption:	CSM 08/11/1999
Revised:	CSM 02/08/2006; 02/08/2017, 10/19/2021, 06/27/2022

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

This position involves responsibility for coordinating and implementing a comprehensive training program to meet the needs of the staff in the Department of Social Services. The incumbent provides orientation and in-service training for department employees. Technical consultation and assistance for carrying out the objectives of this position may be available from staff development personnel at the State Office of Children and Family Services and various other agencies. The work is performed under the general supervision of the Deputy Commissioner for Social Services in accordance with established staff development policies and objectives. Supervision over the work of others although not the primary function of this position may be required. Does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Conducts and analyzes needs assessments to identify training and educational needs of agency staff;  
Develops and may conduct portions of a formalized training program to meet these needs, or when necessary, engages services of outside providers;  
Establishes relationships and works cooperatively with community agencies, county departments, and other social services districts to design, plan and present workshops of common interest;  
Designs and conducts orientation for new employees;  
Monitors and evaluates local and state training events;  
Coordinates training for staff including notification, selection, registration, approval, travel arrangements, preparation, and follow-up with attendee and supervisor;  
Maintains a database of training attended by staff;  
Makes arrangements for physical facilities and equipment for on-site training sessions;  
Designs, administers and/or analyzes evaluation instruments in order to determine effectiveness of training;  
Prepares and submits required training reports to the state;  
Serves as liaison to various state training officers, contract training providers, and other staff development coordinators;  
Evaluates, updates and purchases materials and equipment related to training programs and needs including manuals, books, videocassettes and related materials;  
Serves on Management Team and assists in formulating agency policy and procedures on training programs;  
Coordinates teleconferences including notification, registration, obtains handouts and appropriate materials, processes evaluations and reports to sponsoring agency;  
Maintains library of teleconferences and multimedia trainings for staff use;  
Checks and ensures that equipment for teleconferences is in working order;  
Facilitates internal work/task groups and coordinates operational reviews;  
Participates in regional and state staff development meetings and training activities;  
Other duties as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of conducting a staff development program;  
Working knowledge of the principles and practices of social case work;  
Working knowledge of the Federal, State and local social services laws and programs;  
Ability to plan and develop training outlines;  
Ability to write clear and accurate reports and records;  
Ability to evaluate training programs and materials;  
Ability to establish and maintain effective relationships with people;  
Ability to operate an alphanumeric keyboard and computer terminal;  
Ability to exercise independent judgment;  
Ability to interpret and work with broadly stated program objectives;  
Good judgment;  
Physical condition commensurate with the demands of the position;  
Ability to work effectively as part of a team.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in education, public administration, human services, human resources or closely related field and 1 year of experience in a public or private agency teaching or in planning, developing and providing in-service training; OR
- (B) Graduation from a regionally accredited NYS registered college or university with a bachelor's degree and 2 years of full time paid experience in a public or private agency teaching or in planning, developing and providing in-service training; OR
- (C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.

(\*Note\* a graduate degree in any of the fields in (A) can be substituted for one year's experience.)

**SPECIAL REQUIREMENT:**

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.