

STAFF DEVELOPMENT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for coordinating the planning and implementation of training and educational activities for employees of the Department of Social Services. Responsibilities include the determination of the training and educational needs, the development of programs to meet such needs and conducting formalized training programs and training of trainers from both within and outside the department. Supervision may be exercised over clerical and subordinate staff development employees. The work is performed under the direction of the Commissioner of Social Services. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrated only)

- Coordinates the planning and implementing of all training and educational activities for employees of the department;
- Prepares and personally conducts an orientation program for all newly appointed staff members;
- Works with line supervisors to identify training and educational needs of the department, develops training programs to meet such needs, and conducts formalized training programs;
- Supervises the development, revision and installation of standard or specialized training programs, outlines and materials;
- May make recommendations regarding the selection of employees to attend institutions, seminars, conferences, etc.;
- Conducts studies to determine training needs, establish criteria and evaluate results;
- Organizes and gives guidance to employee committees participating in the development of training programs;
- Makes arrangements for physical facilities and equipment for training sessions;
- Counsels staff members desiring to pursue professional graduate education in social work;
- Maintains contact with all schools where employees are, or may be attending;
- Maintains training materials such as films, slides, manuals, journals, and books;
- Speaks before community groups regarding the programs and services of the department and maintains speakers bureau;
- Coordinates student internship programs, and provides information to area high school and college students;
- Compiles, prepares, and submits reports of training statistics.

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

Good knowledge of the principles, practices and techniques of developing, supervising and evaluating training programs; good knowledge of the methods of constructing and scheduling training courses; good knowledge of proper utilization of training equipment; good knowledge of casework and principles of supervision; good knowledge of Federal, State, and local public welfare laws and programs; good knowledge of case recording principles; ability to plan and develop curricula and lesson plans, and to teach both professional and clerical employees directed toward integrating the training program with the on-going operation of the agency; ability to prepare clear and accurate reports and records; ability to establish and maintain successful relationships with others; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a regionally accredited or New York State registered four-year college with a bachelor's degree; and any one of the following:

Either -

(A) Five years of full-time paid social work experience in any agency adhering to acceptable standards,

OR (B) Five years of full-time paid experience as a Senior, or higher level, social welfare examiner in a state or local Social Services agency,

OR (C) Any combination of training and experience as defined by the limits of (A) and (B) listed above.