

Civil Division:	Oneida County Government
Jurisdiction Class:	Competitive
EEO Category:	Officials and Administrators
Revised:	12/22/08
Approved by NYS OTDA:	12/26/08

DIRECTOR OF STAFF DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Social Services. An employee in this class is responsible for directing, planning, organizing, and developing a comprehensive staff development program. The goal of the program is to promote and enhance staff performance utilizing in-house, State and community resources; thereby resulting in a more effective social service delivery system. Responsibilities also include participating in agency policy development, reorganization, and efforts to correct operational deficiencies. Supervision is exercised over professional and clerical staff. The work is performed under the general direction of the Commissioner of Social Services. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, prepares, and develops the formal annual staff development plan to be used as a guide in achieving agency training priorities, the staff newsletter and employee recognition events;

Conducts a formal annual training needs assessment which includes a review of audit reports and programs, fair hearing decisions, and performance evaluation results;

Directs, monitors, and facilitates and presents in-service workshops and seminars by utilizing in-house, State and community resources;

Implements strategies to correct operational deficiencies and/or to improve staff performance;

Prepares, completes, and submits quarterly statistical and annual State training reports, surveys, and other required reports;

Provides a formal orientation program for new employees;

Establishes and maintains a performance evaluation program;

Participates in State organizations' meetings and conferences and in other pertinent meetings and conferences;

Coordinates student internship programs at the undergraduate and graduate levels;

Coordinates speaking engagements for staff in all program areas;

Plans for, and provides, assistance in career development opportunities for employees;

Maintains an in-house library of training materials, literature, and equipment;

May serve as liaison with the Commissioner of Personnel regarding job specifications, staffing reorganization, civil service concerns, and other personnel-related issues.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles, practices and techniques employed in administering training programs; thorough knowledge of training methods, curricula and design; good knowledge of programs' services and principles of supervision; good knowledge of Federal, State and local social services laws and programs; ability to establish and maintain an effective working relationship between administration, staff, government and community agencies; ability to supervise the work of others; ability to conduct workshops and seminars; ability to communicate effectively, both orally and in writing; resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in social work, education, human resources or a related field **AND** four (4) years of full-time paid social work, casework, education and/or human resource experience; two (2) years of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree **AND** six (6) years of full-time paid social work, casework, education and/or human resource experience; two (2) years of which shall have been in a supervisory capacity.

Adopted: 01/29/82
Revised: 07/29/91, 04/17/95, 12/22/08

Title in promotional series: Caseworker; Senior Caseworker; Case Supervisor, Grade B; Welfare Management System Coordinator; Case Supervisor, Grade A; Staff Development Supervisor; Assistant Director of Services; Director of Staff Development