



STAFF DEVELOPMENT COORDINATOR

CHARACTERISTICS OF WORK:

This is advanced professional work which involves planning, coordinating, implementing and directing employee training and staff development programs designed to meet the training needs of the individual, the bureau and the agency. The work entails the development and implementation of a comprehensive training program. Through continuous needs assessments, the incumbent is responsible for identifying training needs and developing individual development plans. This work also includes developing training manuals, reference libraries, multi-media visual aids and other educational materials; training designated bureau trainers and supervisors in effective techniques for training in such areas as those regarding new employee orientation, specific on-the-job training, refresher training, promotional development, retraining, and leadership development; monitoring the progress of trainees; coordinating established training courses with technical and professional courses offered by community colleges/universities; recommending employees for various educational/training programs. Supervision may be exercised over subordinate personnel.

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in business administration, public administration, sociology, psychology, liberal arts, education or a directly related field;

AND

Experience:

Four (4) years of related experience.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in business administration, public administration, sociology, psychology, liberal arts, education or a directly related field;

AND

Experience:

Five (5) years of related experience.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Conducts continuous needs assessments to identify individualized training needs.

Confers with directors and supervisors regarding agency programs and goals to determine specialized training needs.

Formulates training policies and schedules, utilizing knowledge of identified training needs.

Determines the appropriate training methods to be utilized to effectively train agency personnel.

Develops training procedures utilizing the results of individual training, on-the-job training, conferences, workshops, and classroom instructions.

Evaluates and updates the agency's training program to ensure maximum effectiveness and efficiency.

Consults with state colleges and universities to determine current training and educational needs of the agency.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.