

SENIOR STAFF DEVELOPMENT SPECIALIST

DEFINITION

Under direction, to plan, organize, train and supervise the work of a staff development unit; to conduct training programs; and to do related work as required.

CLASS CHARACTERISTICS

This class is characterized by the responsibility for supervising a unit performing professional, technical, clerical and/or management training.

EXAMPLES OF DUTIES

1. Directs, assists, and trains subordinate staff in preparing training plans and in the development of programs.
2. Consults with administrative and program staff regarding training problems and requests for special training programs.
3. Prepares, reviews and approves training proposals and plans.
4. Plans, assigns, supervises and evaluates the work of training staff.
5. Does research and prepares special content training materials for the use of training staff.
6. Develops, coordinates and conducts one or more segments of a staff development program.
7. Participates in meetings and conferences of staff members and of community and professional groups.
8. Works and negotiates with consultants and subject matter specialists in developing, planning and conducting training programs.
9. Directs and participates in the preparation of the quarterly catalogue of Social Services Staff development training and library offerings.
10. Keeps training program records for evaluation and statistical purposes and sets objectives and production controls.

MINIMUM QUALIFICATIONS

Thorough Knowledge of

The principles and techniques of employee training, the learning process, and individual and group teaching methods.

Eligibility and/or social work principles, practices, and techniques may be required for some assignments.

General Knowledge of

Principles, practices and procedures of various operations in agency/department assignment may be required for some positions.

Provisions of the Welfare and Institutions Code and other legislative and regulatory material in the social services field may be required for some positions.

Some Knowledge of

Principles and practices of human resources management and supervision.

Ability to

Plan, coordinate, and supervise the work of a unit providing training.

Analyze situations and data accurately and make decisions and adopt the most effective course of action.

Identify with agency purpose and goals to work within agency structure.

Provide consultation on matters related to training work practices.

Plan, organize and develop group activities.

Develop and write manuals, handbooks and lesson plans.

Speak effectively, convey ideas clearly, and lead group discussions and training sessions.

Establish rapport and cooperative relationships with representatives of other divisions, departments and agencies.

Experience

Considerable experience and/or education which would be sufficient to give a person general or thorough knowledge of the most important parts of the job and at least some knowledge of all or most parts of the job.

GJS:sj

10/8/99