

Jurisdiction Class: Competitive
EEO Category: Professionals
Revised: 01/17/2020
Approved by NYS OTDA: 08/21/1991

STAFF DEVELOPMENT SUPERVISOR (SOCIAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for coordinating the planning and implementing of training and educational activities of employees of the department. Responsibilities include the determination of the training and educational needs, the development of such programs to meet such needs, and conducting formalized training programs and training of trainers from both within and outside the department. Supervision is exercised over Staff Development Assistants and other employees directly assigned to the Staff Development Unit. The employee may act for and in place of the Director of Staff Development in his/her absence. The work is performed under general supervision of the Director of Staff Development and is reviewed through conferences for compliance with established staff development policies and objectives. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates the planning and implementing of all training and educational activities for employees of the department;
Assigns, reviews and supervises the work of Staff Development Assistants and other employees directly assigned to the Staff Development Unit;
Manages the program in the absence of the Director of Staff Development;
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;
Counsels staff members desiring to pursue professional graduate education in social work;
Assists in the preparation of the staff development training plan for the department;
Maintains training materials such as films, slides, manuals, journals, and books;
Speaks before community groups regarding the programs and services of the department;
Coordinates student internship programs, and provides information to area high school and college students;
Compiles, prepares, and submits reports of training statistics.

FULL PERFORMANCE KNOWLEDGE, 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; ability 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.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in social work **AND** two (2) years of full-time paid social work or case work experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** four (4) years of full-time paid social work or case work experience.

Adopted: 01/29/1982

Revised: 09/29/1991; 04/17/1995