



**DUTCHESS COUNTY
CLASS SPECIFICATION**

Staff Development Director

DATE ADOPTED: 01/22/1975

LAST REVISION: 04/17/2023

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DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible to ensure Federal, State, and Local regulations are met as it pertains to hiring and training mandates for the Department of Community and Family Services (DCFS). This position will provide supervision of all Human Resources (HR) functions for all units in DCFS including but not limited to payroll processing, employee benefits, recruiting/canvassing, interviewing, onboarding, evaluations, ADA request, developing learning plans for each title within the units in DCFS, and overseeing the daily maintenance of the training system including tracking of staff that have completed training within specified timelines. The incumbent in the position will participate with the New York State Staff Development Advisory Board to coordinate with state training agencies to develop/monitor and review training content and deliveries. Work is performed under the general direction of the Commissioner of Community and Family Services. In the absence of the Commissioner and Deputy Commissioners, may sign off on Court petitions on behalf of the Commissioner.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Coordinates announcements of training, registration and participation in trainings;
2. Coordinates with State training agencies to ensure proper trainings are available, and facilitates additional training opportunities in collaboration with outside agencies;
3. Works with Directors and Management to provide timely and essential program training for DCFS;
4. Represents DCFS in Office of Children and Family Services (OCFS) and Office of Temporary Disability Assistance (OTDA) training advisory committees, meets monthly with Regional Staff Development Coordinators and assesses the training needs of the department on an ongoing basis;
5. Oversees all HR functions for DCFS including processing annual and probationary evaluations, canvassing eligible lists for employment, recruitment, meeting with staff and supervisors regarding lateral and promotional opportunities, employee benefits, ADA requests, discipline issues, providing initial contact with new staff including onboarding instructions and developing and updating orientation manual;
6. Processes payroll for up to 400 employees in DCFS;
7. Produces and reviews reports relevant to payroll, staff hours or training history, and vacancies in DCFS to determine areas where recruitment must be prioritized and assesses review of job specifications to recommend updates as needed;
8. Coordinates payments for Master Social Work (MSW) program with Adelphi College with reimbursement from the Social Work Education Consortium (SWEC);
9. Coordinates the Local District Training Contract with the Research Foundation of SUNY which includes additional on site trainings such as coaching skills for Supervisor;
10. In the absence of the Commissioner may review and approve court petitions.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the principles, procedures and practices involved in conducting a staff development program; working knowledge of the principles and practices of social and financial case management; working knowledge of Federal, State and local laws pertaining to social service programs; knowledge of automated payroll system to enter and retrieve information; ability to research and identify problems and training needs of an agency; ability to develop curriculum and lesson plans; ability to learn the laws, rules and policies and procedures of a county personnel office, including basic personnel administration related to the interpretation of salary plans, leave benefits, employee benefit determination per labor contracts and established departmental policies and civil service law as applied to appointment and service in the public sector; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree and one (1) year of full-time paid work experience in payroll, hiring, training, recruitment and development of training programs, preferably in a social services field;
- OR: (B) Bachelor's degree and two (2) years of full-time paid work experience in payroll, hiring, training, recruitment and development of training programs, preferably in a social services field;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

Note: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

Possession of a valid driver license to operate a motor vehicle in New York State at time of application and to Maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: Management		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO Category: Professionals	FLSA Code: OT -Exempt	WC Code: 8810 - Clerical	NYSLRS Job Code: 03600E – General Employee
REVISION HISTORY: 6/22/82, 7/24/84, 9/18/90, 7/01/91, 7/03/99, 4/17/23			