

PERSONNEL DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing and implementing the training and educational activities for the enhancement of managerial, professional, administrative and technical skills of employees in Ulster County. Work is performed in accordance with established staff development policies and objectives and involves overseeing staff development programs including orientation, training, and education for all employees. The work requires knowledge of Civil Service Law, Ulster County Rules and Regulations and public personnel administration procedures. Work is performed under the general direction of the Personnel Officer and/or designee. Technical consultation and assistance for carrying out the objectives of this program are provided by the Rules, Regulations and laws governing the topic. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Prepares, coordinates and conducts orientation and training sessions for new employees;

Confers with Department Heads and Directors to identify training needs and organize training programs designed to enhance and develop the skills and techniques of assigned personnel and conducts formalized trainings when appropriate;

Participates in the development, implementation and evaluation of continuous training programs, seminars and workshops for all levels of County personnel;

Assists in the preparation of requests for training proposals and coordinates training activities with educational, government institutions and others;

Prepares special studies and reports as required including a Staff Development Plan as well as other reports;

Collects and compiles data regarding attendance at trainings;

Keeps abreast of the latest developments, practices and techniques used in the field of Personnel development and training;

Makes arrangements for the physical facilities and equipment for training sessions;

Explores outside sources of funding for Personnel development programs and monitors and evaluates training accordingly;

May prepare class specifications from data obtained by questionnaires, reviews and audits;

May review classification questionnaires and conduct job audits to determine job classification;

May conduct job fairs at schools, before civic groups or others;

May supervise and maintain the Personnel Department's library and audio-visual equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of conducting a staff development program; good knowledge of the principles, practices and techniques of developing, coordinating, conducting and evaluating training programs; working knowledge of the principles and practices of NYS Civil Service; ability to obtain knowledge of Federal and State laws relating to the programs and services of the Ulster County Departments/Agencies; ability to plan and develop curricula and lesson plans; ability to analyze jobs, functions and problems; ability to assist in implementing training programs; ability to write clear and accurate reports and records; ability to establish and maintain effective relationships with people; ability to use computer applications such as spreadsheets, word processing, e-mail and database software.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's Degree in Education, Communications, Public Relations, Public Administration, Business Administration or closely related field and two (2) years of experience in coordinating and providing formal training to staff; **OR**
- B. Possession of an Associate's Degree in Education, Communications, Public Relations, Public Administration, Business Administration or closely related field area and four (4) years of experience in coordinating and providing formal training to staff.

Note: Your degree or college credits must have been awarded or earned 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment.

ULSTER COUNTY
4725 PERS DV CD
Classification: Competitive
Union: UCSA
MGT

Adopted: January 27, 2016
Revised: April 14, 2023