

## **STAFF DEVELOPMENT SPECIALIST**

### **Definition:**

Under direction, develops, coordinates, and implements training and staff development programs; arranges, coordinates and conducts departmental in-service training of staff members.

### **Distinguishing Characteristics**

Positions in this class report to the Supervising Staff Development Specialist or designee in charge of the Staff Development Team. Incumbents are responsible for facilitating the development and implementation of formal training programs by scheduling and coordinating classes, identifying appropriate training methods, developing training materials, assisting in the assessment of staff training, delivering training and assisting in the development and maintenance of policy and procedure manuals.

### **Essential Functions:**

- Consults with supervisory and management staff to plan and develop core curriculum including participant handouts, audiovisual aids and activities to measure training impact and effectiveness; conducts needs assessments and identifies training gaps.
- Delivers formal training to various levels of staff including introductory, advanced and training for trainers; selects appropriate training methods based on topic and adult learning styles.
- Coordinates, tracks and schedules training events and maintains records on training programs and activities.
- Assists in evaluating the effectiveness of training programs.
- Research and prepare recommendations for lectures and consultants as appropriate.
- Estimates costs related to training and monitors associated expenditures for cost effectiveness.
- Proactively identifies organizational training needs and makes recommendations to supervisory and management staff.
- Reviews and interprets federal and state laws and regulations and incorporates their requirements into Division policies/procedures and staff policy/procedure/user manuals.
- Facilitates group discussions and develops procedures and/or workflow.
- Prepares newsletters, bulletins, and correspondence to disseminate information.
- Provides technical assistance to department staff.
- May conduct compliance review, quality assurance and data reliability audits.
- Performs other related duties as required.

### **Employment Standards:**

Bachelor's Degree from an accredited four (4) year college or university in Public or Personnel Administration, Human Resource Management (Staff Development emphasis), Education, Communications, Psychology, Sociology or closely related field and one (1) year of experience planning, organizing, and conducting training programs in a private or public organization.

OR

Completion of 60 semester or 90 quarter units from an accredited college or university and three (3) years of experience planning organizing, and conducting training programs in a private or public organization.

OR

Five (5) years of experience planning, organizing and conducting training programs for adult learners in a private or public organization.

Possession and maintenance of a valid California Motor Vehicle Driver's License.

**Knowledge of:** the principles of staff development and training, including its value in organizational development; current employee training resources and trends including the utilization of various training methods and techniques, audiovisual aids, equipment and available literature; techniques and methods of orientation and in-service training; the learning process and its relationships to morale and productivity factors; methods and techniques of evaluating the effectiveness of training programs.

**Ability to:** identify training needs; coordinate and conduct employee formal training programs; evaluate the results of training activities and recommend alternate measures when appropriate to ensure effectiveness; prepare effective lesson plans, syllabi, newsletters, reports, and visual aids; speak effectively, lead conferences and discussion groups; develop and prepare policy/procedure manuals, newsletters, bulletins, syllabi and curriculum; interpret federal and state legislation and regulations and incorporate their mandates into division policies, procedures, and staff policy manuals; establish and maintain cooperative relationships with department personnel, other organizations, and individuals; write in a clear and concise manner.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

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Previous Title: Child Support Staff Development Specialist