



# MARIPOSA COUNTY

Human Resources/Risk Management • (209) 742-1376



## **RESOLUTION - ACTION REQUESTED 2015-398**

MEETING: August 11, 2015  
TO: The Board of Supervisors  
FROM: Steve Johnson, Human Resources Director - Risk Manager  
RE: Amendment to the Staff Development Coordinator Class Spec

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve amendments to the class specification for the Staff Development Coordinator effective immediately. The position is currently vacant and before the department seeks to fill the vacancy, minor changes to the class spec are needed. These changes include: revising the "Supervision Received and Exercised" section to reflect that the new Deputy Director of Administrative Services classification will supervise this position; the addition of language which fully represents the essential functions of this position; and the addition of language which demonstrates that the incumbent in this position is required to use computers effectively in the course of performing the work.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

At their meeting of June 21, 2011, the Board of Supervisors approved the new classification of Staff Development Coordinator, set a monthly salary range, and assigned it to the Service Employees International Union (SEIU) bargaining unit.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve this action as recommended; amend the job description as the Board desires.

### **FINANCIAL IMPACT:**

**None. No change in salary is being requested and this position is budgeted in the 2015/2016 Fiscal Year budget.**

### **ATTACHMENTS:**

**Staff Development Coordinator-HSD (PDF)**

### **CAO RECOMMENDATION**

Requested Action Recommended

*Mary Hodson*  
Mary Hodson, CAO

8/4/2015

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Kevin Cann, District IV Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Carrier

**STAFF DEVELOPMENT COORDINATOR-HSD**

**DEFINITION**

Under general supervision, plans, designs, organizes, and coordinates employee training; performs related duties and responsibilities as required.

This position within the Human Services Department serves as the direct coordinator on training matters. The incumbent consults with departmental supervisors and managers to determine their training needs. Employees in this classification receive general supervision and works independently within established guidelines.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from and is supervised by the Deputy Director of Administrative Services and the Human Services Director.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Conducts assessments to determine training and development needs.

Identifies, develops, and coordinates resources for training and staff development including workshops, college coursework, training programs, and on-the-job training sessions.

Consults with administrative and supervisory staff in coordinating in-County and out-of-County training programs and identifying training needs.

Consults with administrative and supervisory staff to evaluate the effectiveness of training programs.

Develops the annual training plan to be submitted to the State; prepares other County, State, and federal plans as required.

Coordinates training schedules throughout department including, but not limited to scheduling, tracking attendance, maintaining training calendar, and preparing and disseminating announcements.

Assists in development and monitoring of contracts for training services.

Conducts orientation training to acquaint new employees with departmental organization and procedures.

Prepares audio-visual aids, training courses, manuals, curriculum, and other staff development materials.

Prepares reports and maintain files on training programs and activities.

Keeps informed of training trends, literature, methods and materials.

Prepares required reports and correspondence in a timely manner.

Performs general administrative work as required, including but not limited to preparing reports and correspondence, attending meetings, copying and filing documents, sending and receiving faxes, entering and retrieving computer data, etc.

Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles and practices of staff training and development.

Variety of training programs for staff development.

Effective communication, facilitation methods, training resources, and visual aids used for training programs and presentations.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

#### **Ability to:**

Plan, coordinate, and implement training programs.

Research, read, and interpret complex documents.

Develop and use audio-visual aids and other instructional materials.

Organize work, set priorities, meet deadlines, and follow-up on assignments.

Define problems, collect and organize information, analyze alternatives, and select an effective course of action.

Use computers effectively for word and data processing and records management.

Use initiative and sound, independent judgment within established guidelines.

Establish and maintain effective working relationships with all levels of departmental staff and others contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools and controls; lift and/or move objects and materials of up to 25 pounds in weight. Must be able to maintain effective audiovisual discrimination and perception needed for making observations, communicating with others, reading and writing and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characteristics on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**

Four years of progressively responsible experience in performing a variety of administrative and office support work in a social services agency or two years experience in employee training development or career development.

**Education:**

High school diploma or GED equivalent. Completion of at least 30 units of college-level coursework in business or public administration or closely related field.

**Substitution:**

Additional qualifying experience may be substituted for the 30 units of college level coursework.

**Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**