

## **TRAINING AND DEVELOPMENT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position that is responsible for leading and coordinating all training activities for Chautauqua County Government operations. Work is performed under the direction of the Director of Human Resources with considerable latitude for the exercise of independent judgement. Indirect supervision may be exercised by enforcing policy and procedure standards with departmental employees involved with training requirements and obligations. Participation of a highly confidential nature may be required as follow-up to County Compliance breaches, Workplace Violence Complaint Investigations, Sexual Harassment Complaint Investigations and/or Discrimination Complaint Investigations. Responsible for countywide New Employee Orientation (NEO) Program, providing direction and guidance to NEO support staff. Work may be performed at multiple locations in coordination with various department training needs. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Manages and coordinates yearly trainings for all County employees through the use of the training software;  
Maintains the integrity and accuracy of the training database;  
Makes arrangement for physical facilities and equipment for training sessions;  
Develops standard or specialized training programs, outlines and materials;  
Negotiates and administers contracts for training with qualified providers;  
Develops formalized training procedures, prepares and personally conducts continuous in-service training programs for all employees;  
Develops individualized training sessions for employees who need remediation as a result of an investigation;  
Assigns and monitors completion of individualized training requirements as necessary;  
Prepares mass e-mail notices for employees who need to complete training sessions;  
Troubleshoots employee website problems for trainings;  
Tracks, coordinates and ensures that the County stays in compliance with annual training requirements through the creation of reports and the follow-up with non-compliant employees;  
Coordinates with the Safety Coordinator to identify areas where specific trainings may be helpful and creates trainings to meet those needs;  
Coordinates with department heads to identify department training needs;  
Manages countywide New Employee Orientation (NEO) program which includes but is not limited to; remaining up to date on Federal, State and/or Local Laws related to new employee training, updating NEO program according to laws and best practices, coordinating schedule changes among presenters, periodically reviewing the program for efficiency and effectiveness;  
May make recommendations regarding the selection of employees to attend institutions, seminars, conferences, etc.;  
May attend meetings to give reports on current training status and gain insight on other potential training needs;  
May assist the Human Resources Department with other duties as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of principles, practices and techniques of developing and evaluating training programs; ability to plan and develop curricula and lesson plans and to conduct group and individualized training sessions; ability to write clear and accurate reports and records; ability to establish and maintain successful relationships with people; ability to maintain confidential investigation training records; good judgment; emotional maturity; resourcefulness; initiative and tact; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, or Industrial Organizational Psychology, or related field and one (1) year of full-time paid experience in developing, leading and coordinating training or orientation programs for a large-scale corporation or organization; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, or Industrial Organizational Psychology, or related field and three (3) years of full-time paid experience in developing, leading and coordinating training or orientation programs for a large-scale corporation or organization.

**ADDITIONAL REQUIREMENT:** Ability to meet the regular transportation requirements in carrying out fieldwork assignments at time of appointment and during service in this classification.