

ORANGE COUNTY CLASS SPECIFICATION

TITLE: STAFFING AND TRAINING COORDINATOR **GRADE:** 12
TITLE ABBREVIATION: STAFF/TRNING COORD **TITLE NO.:** 6707
JURIS.CL: C **SALARY CODE:** 05 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE (2)
DEPARTMENT: SHERIFF **DIVISION:** CORRECTIONS
SUPERVISOR'S TITLE: CORRECTIONS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves coordination of the training function for the Corrections Division of the Office of the Sheriff, including assessment of training needs, development and delivery of programs, and the organization and monitoring of training events. The work also involves performance of activities relating to the division's personnel function including recruitment, performance evaluation, records management and other related tasks. Work is performed under general supervision of the Corrections Administrator, within established guidelines. Supervision is exercised over Corrections personnel during training activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Coordinates and schedules all facility training events within mandated timeframes; arranges for instructors, secures sites, prepares material for distribution;
2. Prepares and delivers training seminars on topics of general interest, including employee orientation;
3. Coordinates activities of instructors and supervises attendees during training events;
4. Evaluates curriculum content and instructor effectiveness; recommends change in either as appropriate;
5. Certifies and maintains all facility training records, ensuring compliance with state and local mandates for training;
6. Recruits new department personnel: obtains and canvasses eligible list, may interview candidates, processes new hires;
7. Maintains and communicates information on benefit programs;
8. Conducts exit interviews with departing employees;

9. Administers the employee performance evaluation program;
10. Processes and maintains all personnel-related records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of techniques and skills needed to develop and conduct effective training programs; working knowledge of Correction Law, Penal Law, and Executive Law as they apply to corrections personnel; working knowledge of Civil Service Law and Rules; interviewing skill; ability to plan, and organize training events; ability to communicate effectively, both orally and in writing; ability to develop and maintain clear, accurate records and reports; patience; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Certification as an Instructor by either the NYS Commission of Correction or the NYS Municipal Police Training Council and EITHER:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; OR
- B. Completion of 60 college credits plus two (2) years of work experience in a law enforcement or correctional agency; OR
- C. Graduation from High School or possession of a high school equivalency diploma and four (4) years of experience as defined above.

ADOPTED: 9/7/95 1c
REVISED: 11/29/95 1c
REVISED: 2/9/96 1c

Last Reviewed: 01/01 1c