STAFF DEVELOPMENT OFFICER

DEFINITION

Under general direction of the Director of Personnel, develops, coordinates and conducts a wide variety of Court training classes; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This one position class is at the fully experienced professional level and is responsible for administering the Court's training program for all levels of court employees. This position is distinguished from the class of Court Personnel Analyst in that the latter position is responsible for a variety of assignments such as classification and compensation; recruitment and selection; and Workers' Compensation.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

1. Researches, using the internet and library, a variety of topics for the development of Court classes; attends similar classes at outside agencies to obtain information for the Court's training classes; develops new training classes; assists other instructors in developing classes.

2. Prepares class presentation material using computer presentation software; creates class handouts and evaluation sheets; writes script notes for other course instructors; trains other trainers to conduct various classes.

3. Conducts training classes in a classroom setting; facilitates discussion and interaction of class participants; delivers course material using computer software, videos, flip charts, overhead projector and class handouts.

4. Reviews evaluation sheets of class participants to determine effectiveness of class; revises class material as needed; informs other class instructors of changes to presentation material.

5. Develops schedule for training classes using computer software; reviews schedule to determine class attendance and frequency; schedules and informs instructors of the classes they are to teach; notifies managers and supervisors of dates, times and locations of classes.

6. Develops training needs survey and distributes it to managers and supervisors; evaluates survey results and prepares a summary report; considers results in the revision and creation of classes.

7. Observes and mentors instructors of classes; recommends changes to class instructors.

8. Prepares applications to qualify courses for continuing education or college credit; maintains and submits records for continuing education or college credit.

9. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in human resources administration, public administration, business administration, industrial psychology or other closely related field and two years of experience in training program development and planning, which included responsibility for designing and delivering in-service training or any combination of training or experience that could provide the desired knowledge and abilities. Note: experience in court operations is highly desirable.

Knowledge of

Training methods and procedures to identify and analyze training needs; principles and practices of adult learning; principles of group dynamics; principles and techniques of training program development, training methodology, and presentation; principles of public speaking; effective methods of evaluating training results; audio-visual aids including presentation software used in training classes; design and use of printed instructional material; principles of management and supervision; organizational development and human resource development.

Ability to

Develop and coordinate a wide variety of training programs in an efficient and cost effective manner; develop and present course evaluation results; develop visual aids and other instructional materials to meet specific training needs; develop and maintain effective working relationships; gather and analyze data; utilize knowledge of the training industry to evaluate and select vendor instructional materials; utilize the understanding of Superior Court organization, purpose, strategy, structure and other systems to identify and support training and development goals; demonstrate verbal skills for public and classroom presentation; communicate clearly and concisely in writing.

Physical Characteristics

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing up to 25 pounds such as files, stacks of papers, reference and other materials; moving from place to place within an office; some reaching for items above and below desk level.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

Date Est. 8/05