

**COUNTY OF SOLANO**

**H&SS TRAINING/HIRING COORDINATOR**

**Est. 02/06**

**DEFINITION**

Plans, coordinates, develops, organizes, assigns, reviews, evaluates and oversees non-technical training and organizational development programs; oversees the processing of personnel transactions including hiring, separations, internal transfers and personnel reports for the Department of Health and Social Services.

**CLASS CHARACTERISTICS**

This is a single position, professional-level classification that is responsible for providing department-wide support by performing training needs analysis and by coordinating and administering trainings and employee orientations for department employees, supervisors, and managers. The incumbent is responsible for identifying and addressing employee training requirements that cover the full scope of organizational activities in the department. In addition, the incumbent supervises the work of the clerical staff that supports the training coordination responsibilities as well as process employee hires and separations. This position requires specialized knowledge and experience, and often exercises independent judgment in the performance of duties.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the assigned supervisory class.

Exercises supervision over clerical and/or technical staff.

**EXAMPLES OF DUTIES** - *Duties may include but are not limited to the following:*

Supervises the work of staff and participates in planning, coordinating and addressing departmental training needs in non-technical subject areas and in processing personnel transactions.

Conducts and/or directs training needs assessments to identify and assess staff training needs in non-technical subject matter; consults with Department Bureaus and Executive Management staff regarding needs for staff training; monitors ongoing mandated department-wide training.

Determines and recommends appropriate trainings; designs, develops, conducts, and presents training programs; analyzes operational problems related to departmental work processes, employee competencies and/or work methods and recommends training solutions; advises management of new staff training requirements.

Develops departmental training plans; researches organizational and staff development needs and County requirements; administers training budget.

Coordinates and develops the Staff Development training calendar including State mandated training, university and college programs, cross training events, other outside agency training plans.

Negotiates vendor contacts; develops service plans; acts as contract administrator for all staff development contracts for non-technical subject areas; coordinates with training instructors and/or contracts regarding course design and materials, fee payment, scheduling and contracts.

Formulates, outlines and writes training/learning objectives; develops, distributes and collects training surveys and consults with appropriate staff to evaluate and determine the effectiveness of training programs for mandated compliance and succession planning.

Supervises staff in processing personnel transactions and hiring procedures for the department; applies and explains County rules, policies and regulations to departmental staff; oversees coordination of department requests to fill personnel requisitions; receives and processes certification lists; reconciles lists of current vacancies and of personnel requisitions with Human Resources staff; maintains departmental position control, staffing rosters and organizational charts.

Supervises, directs, trains and evaluates assigned staff, addressing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; provides training in appraisal techniques, continuing education, office procedures, and computer skills.

Conducts and delivers new employee orientation programs on a regular basis; develops new employee orientation materials.

Prepares, composes, or completes various forms, reports, correspondence, agenda items, agendas, studies, statistical data, spreadsheets, brochures, or other documents; maintains files and records.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles, practices and methods of adult learning, employee training and organizational development; principles and techniques of training program development, training methodologies and materials development and presentation.

Administration of related tracking techniques and methods for high volume of courses and attendees.

Analytical techniques including statistical data gathering, report writing and presentation methods.

Policies, procedures, and activities of the County and departmental practices as they pertain to the performance of duties; agency goals and purposes; terminology, principles, and methods utilized within the department.

Laws, standards, rules, and regulations pertaining to specific duties and responsibilities of the position.

Legislative and judicial analysis resources.

Supervisory principles and practices.

Standard office practices and procedures, including automated database tracking, record keeping and report preparation.

**Skills to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

Operate audio/visual equipment for instructional purposes.

**Ability to:**

Provide support and assistance to management and employees in the development and delivery of training programs.

Analyze training needs and develop training programs to accommodate identified needs; prepare instructive lesson plans, manuals, handbooks and other training materials

Interpret, apply and explain complex federal, state and local laws, ordinances, policies and procedures.

Conduct analytical studies and collect, compile and analyze qualitative and quantitative data.

Review and install changes in work methods, systems and procedures; develop and implement operational procedures; plan, coordinate and initiate actions necessary to implement policy and administrative decisions; maintain accurate records and document actions taken.

Understand, interpret and explain laws, regulations and policies governing program operations; research regulations, procedure and/or technical reference materials.

Prepare budgets, funding proposals and narrative and statistical reports; understand and analyze expenditure reports.

Organize and prioritize work assignments.

Determine and evaluate levels of achievement and performance.

Utilize computer software including word processing, spreadsheet, database, desktop publishing, calendar, e-mail, Internet, and other computer programs.

Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; work effectively with others who have objectives counter to assigned role.

Establish and maintain cooperative working relationships; secure cooperation and teamwork among professional and/or support staff.

### **QUALIFICATION GUIDELINES**

#### **Experience**

Two (2) years of responsible professional experience in employment development and/or training with responsibility for coordinating, developing and presenting a wide range of staff development programs which included supervisory experience.

#### **Education**

A Bachelor's degree is required from an accredited college or university preferably with a major in Business or Public Administration or a related field.

### **SPECIAL REQUIREMENTS**

Independent travel may be required.

Possession of or ability to obtain a valid Class C California driver's license may be required.

### **SUPPLEMENTAL INFORMATION**

Candidates for positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Positions allocated to this class may require specific knowledge and abilities.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or

workstation. Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may involve exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

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Director of Human Resources

**Established:** February 2006

**CSC Date:** March 8, 2006

**BOS Date:** March 7, 2006