

**CLASS TITLE: CHIEF DEPARTMENTAL DEVELOPMENT
OFFICER**

**Class Code: 02990500
Pay Grade: 39A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the State Department of Mental Health, Retardation and Hospitals, to be responsible for planning, developing and implementing and evaluating a complete program of orientation, in-service training and continuing education for non-clinical Department employees; to assist, monitor and coordinate all such programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Assistant Director, Division of Personnel and Labor Relations, with wide latitude for the exercise of independent judgement; work is subject to review through consultations and submitted reports for conformance to departmental goals.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of professional, consultative, and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To continually analyze the departmental mandates goals and objectives in order to develop a comprehensive departmental program of orientation, in-service training and continuing education.

To assess on going needs of all specific disciplines to determine orientation and training requirements.

To provide a program for management development.

To assist with the development and implementation of college affiliated programs.

To provide a central registry for orientation and in-service training participants with the responsibility for maintaining a departmental orientation and in-service training schedule and an inventory of training materials and equipment.

To assist in securing financial, human and material resources to effect a comprehensive departmental staff development program.

To prepare annual budget requests for a departmental staff development program.

To prepare regular and special reports detailing all phases of employee development.

To be responsible for a process for organizational development and analysis of staff utilization.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the needs of all individuals (residents, clients, patients) served by the Department; a thorough knowledge of the manpower and services required to adequately and appropriately meet such needs; a thorough knowledge of the principles, practices and techniques of administering a departmental program for staff development; the ability to assess initial and continuing staff development requirements; the ability to prepare reports containing findings, analyses, conclusions and recommendations; the ability to relate to appropriate officials and staff representatives; the ability to oversee a comprehensive development program and to occasionally participate therein, and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a Master's Degree in Organization Development, Business Administration, Public Administration, Social Work, Psychology, Public Health, Human Relations, or in a field closely related to staff development.

Experience: Such as may have been gained through: employment in a key administrative position responsible for a major human service program, with extensive experience in staff supervision and development.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 26, 1979

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