

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:       STAFF DEVELOPMENT SPECIALIST**

**BASIC FUNCTION**

Under direction of the Director I, Workforce & Organization Development, assist in the planning, development, coordination, implementation, and evaluation of a comprehensive, staff/organizational development program. This job classification exercises responsibility for providing staff development programs and exercises initiative and independent judgment in the application and follow through of the programs. Under direction, makes decisions of highly significant consequence pertaining to the goals, organization and administration of the Office. Meets frequently with Cabinet members, branch directors, administrative staff as well as other internal staff for the purpose of planning professional development solutions, implementing decisions, and provides rationale for staff development training services and programs.

**SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the Director I, Workforce & Organization Development. Responsibilities include direct supervision of other staff or serving in a lead capacity over professional, technical, or clerical personnel.

**REPRESENTATIVE DUTIES**

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

Assists the Director I, Workforce & Organization Development in the planning and coordination of SCCOE-wide staff/organizational development programs for all levels of staff and the implementation of the department's goals and objectives

Designs, develops, plans, and delivers staff, career, and leadership development programs. Evaluates staff development programs to determine if the stated learning objectives were met

Conducts ongoing research of best practices of current organization, management, and leadership theories and career development approaches and techniques

Functions as a resource to other SCCOE staff who design, implement, deliver, and evaluate staff and career development programs

Assists with providing leadership and coordination for program design and revisions to programs ensuring staff development and career programs are in alignment with the goals and objectives of the SCCOE

Conducts needs assessments through the use of surveys and interviews; leads a training advisory group to determine which staff development programs and services to offer

Disseminates information regarding professional development offerings and services

Prioritizes and responds to requests for professional development services from a variety of diverse departments and branches

Assists with the coordination of training facility arrangements and serves as a meeting facilitator for the Office

Creates, prepares and presents comprehensive reports and summaries

Interviews, evaluates and recommends training presenters

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Adult learning theory and effective methods of training and staff and career development programs.

State-of-the-art technology and innovative methods of organization and staff development.

Group dynamics and human behavior.

Advanced technical skills in formulating and evaluating training methods and programs.

Facilitation and organizational skills used to provide staff development and meeting planning activities.

Current and innovative training theory, techniques and methods.

Report preparation and presentation methods using data gathering techniques and analysis.

Advanced oral and written communication skills.

Interpersonal skills including tact and customer service skills.

Continuous improvement tools and techniques.

Project management tools and techniques.

Web-based training programs.

**ABILITY TO:**

Plan, design, develop, coordinate, and deliver comprehensive and innovative professional development and career development programs.

Plan and implement activities and processes designed to ensure the completion of established goals and objectives.

Identify professional development needs and alternatives.

Establish and maintain effective working relationships with entry-level to senior-level individuals and groups.

Communicate effectively orally and in writing.

Interpret and apply policies, laws, regulations and objectives of the program and the Office.

Create effective and relevant courses, training modules and evaluation tools.

Collect, analyze and interpret data critical for program improvement and decision making.

Monitor and coordinate the work of others.

Evaluate and critique trainers and subject matter experts and make effective recommendations based on evaluation feedback.

Present data and reports to policy groups orally and in writing.

Work independently with little direction.

Operate a computer and assigned software.  
Use visual aids effectively.

### **EDUCATION AND EXPERIENCE**

Generally, the required knowledge and abilities will have been acquired through any combination of education and experience equivalent to:

Bachelor's degree from a recognized college or university, with major coursework in training and staff development, human resources, organizational development or a related field;

At least three years of job-related experience, including supervisory and management training, with demonstrated competence.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license.

Certification in Myers-Briggs Type Indicator preferred.

Certification in Franklin-Covey courses preferred.

### **WORKING CONDITIONS**

#### **ENVIRONMENT**

Office environment.

Driving a vehicle to conduct work.

#### **PHYSICAL DEMANDS**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Ability to lift 10 pounds.

Ability to stand for extended periods of time.

Approved by Personnel Commission: September 9, 2015



Alicia Salas  
Interim-Director, Classified Personnel Services

9/10/2015

Date