

**NEW YORK CITY HEALTH AND HOSPITALS CORPORATION
HUMAN RESOURCES**

POSITION DESCRIPTION

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Assistant Director of Training and Development	MPP II	004662	10/1/86	1/22/97
	MPP III	004663		

Purpose of Position:

Under direction with wide latitude for independent judgment and initiative, is responsible for organizing, directing and coordinating the activities of a Central Office or facility training and development program.

Plans and implements the management of programs and projects in the designated areas of authority to insure the promotion and attainment of organizational objects in the training, development and optimization of human resources. May serve as Deputy to the Director and assume full responsibility and authority in the latter's absence in delegated areas of responsibility.

Examples of Typical Tasks:

1. Translates policy decisions into working plans.
2. Initiates and supervises the planning and execution of policy studies to needs for training.
3. Acts as liaison with operating departments in the development of interest in the training and development program.
4. Directs, coordinates and evaluates operations of assigned organizational sector.
5. Assesses in the establishment of programs and policies reflecting the philosophy and objective of the division or department.
6. Provides recommendations and direction regarding proposed programs and projects.

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Examples of Typical Tasks (continued):

7. Formulates and develops methods and procedures for monitoring and evaluating program implementation and effectiveness in meeting human resource training and development needs.
8. Supervises program and project activities through assignment of qualified key personnel, by establishing and monitoring programmatic budgets and necessary services.

Supervises the staff assigned to organizational sector and provides for their professional and management development.
10. Plans and implements programs to establish performance standards to attain increased productivity and accountability.
11. Provides consultative services regarding training and development programs.
12. Participates in staff meetings and conferences and coordinates activities with key Central Office, Network and health facilities personnel.

Qualification Requirements:

1. A baccalaureate degree from an accredited college or university in education, public health, psychology, personnel administration, management, public administration or related approved discipline; and
2. Six (6) years of progressively responsible experience in planning and manpower development and training programs, medical or public health administration or other fields related to training, development, and manpower analysis, of which at least two (2) years shall have been in a supervisory, managerial or administrative capacity related to the organization, formulation, development and implementation of such plans and programs; or

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	MPP III			
	004662			
	004663			

Qualification Requirements (continued):

3. Masters degree from an accredited college or university in education, management, social work, medical administration, psychology, personnel administration, public administration, or related approved field with five (5) years of experience as described in #2 above and two (2) years in a supervisory, managerial or administrative capacity;
4. Extensive knowledge of the principles of training and manpower development programs, and ability to analyze and determine the needs of the Corporation, Network or facility; or
5. A satisfactory combination of training, education and experience indicating the ability to perform satisfactorily.

Direct Line of Promotion:

None. This class of positions is in the managerial class.