

FOR NETWORK AND CENTRAL OFFICE USE ONLY

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>
Director of Workforce Training and Staff Development	000456	10/26/01		

Purpose of Position:

Under the direction of the Network/Central Office executive director of adult and professional education, formulates and develops policies and plans, directs, supervises, and coordinates workforce training and staff development programs to meet the goals and objectives of the Network(s)/Central Office.

Examples of Typical Tasks:

1. Develops and directs studies to determine the training/staff development needs to meet the identified goals and objectives of the Network/Central Office.
2. Formulates training/staff development policies and programs using knowledge of identified training/development needs, operating systems, and changes in regulations, procedures, or services.
3. Develops, implements, and monitors the fiscal and operational plan for Network/Central Office workforce training and staff development.
4. Directs informational studies, analyzes statistical data and other reports concerning aspects of training/staff development programs to evaluate progress and recommend change.
5. Develops, coordinates, and/or participates in the planning and development of training, career development, and/or educational programs to improve staff recruitment, retention, and customer satisfaction.
6. Coordinates educational programs with training agencies, colleges, universities and/or other educational institutions to meet the goals and objectives of the Network/Central Office.
7. Determines funding requirements for Network/Corporate training/staff development programs and develops funding strategies including the identification and application for grant funding.

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Examples of Typical Tasks: (continued)

8. Coordinates Network/Central Office employment opportunity and career development activities with various governmental and private agencies.

Qualification Requirements:

1. A baccalaureate degree from an accredited college or university in education, public health, psychology, personnel administration, management, public administration or in a related approved discipline; and
2. Eight years of progressively responsible experience in adult or professional education/training programs, medical or public health administration or in other field related to training, development, and workforce analysis, with at least three years of administrative experience related to organization, formulation, development and implementation of such plans and programs; or
3. A master degree from an accredited college or university in education, public health, psychology, personnel administration, management, public administration or in a related approved discipline; and
4. Seven years of progressively responsible experience in adult or professional education/training programs, medical or public health administration or in other field related to training, development, and workforce analysis, with at least two years of responsible administrative experience related to the organization, formulation, development and implementation of such plans and programs.

Direct Line of Promotion:

None. This is in the management class of positions.