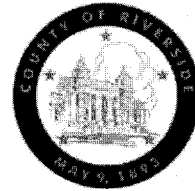


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM
3.44
(ID # 3724)**

MEETING DATE:

Tuesday, April 11, 2017

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Classification and Compensation recommendations to establish the classification of Supervising Staff Development Officer; and amend Ordinance No. 440 pursuant to Resolution No. 440-9053 submitted herewith, All District. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the new Supervising Staff Development Officer classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9053 submitted herewith.

ACTION: Policy

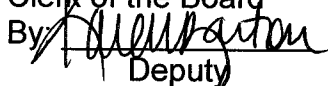

Michael Stock, Assistant CEO/ Director of Human Resources

3/28/2017

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9053 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: None
Date: April 11, 2017
xc: HR

Kecja Harper-Ihem
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment: N/A	
			For Fiscal Year: 16/17	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Department of Public Social Services (DPSS) is dedicated to supporting and improving the health, safety, and well-being of individuals and families. DPSS provides programs related to adult services, children's services, self-sufficiency, IHSS public authority, homelessness, family resource centers, First 5 services, and community outreach. A crucial component of ensuring that these programs run efficiently is providing staff with the necessary training and resources. The Staff Development classification series is responsible for the planning and administering of multiple staff development and training programs to employees.

The Classification and Compensation unit received a request from DPSS to create the classification of Supervising Staff Development Officer. The Staff Development series consists of a journey level and manager level classification. There is no supervisory level in the series, which has resulted in a career progression gap. The establishment of the Supervising Staff Development Officer will provide professionals the opportunity to gain supervisory level experience in the classification series as well as ensure a clear career progression for prospective and current employees. Furthermore, the Supervising Staff Development Officer classification will better align with some of the current duties within the organization.

Classification Addition:

Supervising Staff Development Officer: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 639/L17 (\$64,880 - \$99,293). This request is only to add the classification and there is no immediate financial impact associated with this request.

Impact on Residents and Businesses

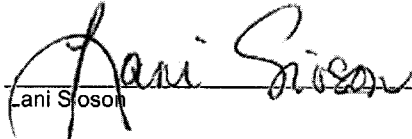
Approval of the Supervising Staff Development Officer classification will increase Riverside County DPSS's ability to broaden the support for program and training needs thus enhancing services provided to County residents.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

ATTACHMENTS:

Attachment A. Resolution No. 440-9053

Attachment B. Supervising Staff Development Officer Classification Specification


Lani Soson 4/3/2017

RESOLUTION NO. 440-9053

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 11, 2017, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
79859	+	Supervising Staff Development Officer	SEU 639/L17

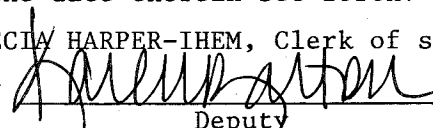
ROLL CALL:

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM, Clerk of said Board

By


Deputy

/kc
03/01/2017
440 Resolutions/KC



COUNTY OF RIVERSIDE
Established Date: Apr 13, 2017
Revision Date: Apr 13, 2017

SUPERVISING STAFF DEVELOPMENT OFFICER

Class Code: 79859

SALARY RANGE

\$31.19 - \$47.74 Hourly
\$5,406.70 - \$8,274.41 Monthly
\$64,880.40 - \$99,292.96 Annually

CLASS CONCEPT:

Under direction, plans and develops multiple staff development and training programs; collaborates with departments and agencies; facilitates training activities; and performs other related duties as required.

The Supervising Staff Development Officer is the supervising level classification in the staff development series and reports to either a Staff Development Manager or other manager. Incumbents in this class exercise a high degree of independent judgement, provide oversight to subordinate staff, and perform the most complex assignments that require extensive knowledge and proficiency.

The Supervising Staff Development Officer assists in the coordinating of staff training programs for employees and measures the effectiveness of training outcomes and goals. Incumbents are responsible for designing and implementing comprehensive training program plans that ensure the success of a department or unit's provided services. Working in a supervisory capacity to a unit, incumbents in the Supervising Staff Development Officer class are required to train other Staff Development Officers.

The Supervising Staff Development Officer differs from the Staff Development Officer class in that the former is required to provide technical assistance and supervision to subordinate staff. The Supervising Staff Development Officer differs from the Staff Development Manager class in that the latter provides full management and oversight to training programs within the department. Advancement to the next level is obtained by competitive selection through an open recruitment.

REPRESENTATION UNIT: SEIU - Supervisory

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Provide management support in the planning, scheduling, assigning, training, and supervising the assignments of subordinate staff; support evaluation and delegation of field assignments to staff.
- Interview, hire, train, terminate, and evaluate the performance of subordinate staff.
- Make recommendations and evaluate program curriculum; implement program goals, policies, and procedures; develop measurement goals for program review.

- Participate and collaborate with various committees on program services and training development; attend trainings and conferences to stay up to date with the most recent practices and developments.
- Compile and maintain records related to program metrics and information.
- Conduct needs assessment of programs; develop strategic plans to achieve program and training effectiveness.
- Provide oversight and direction to the facilitation of training plans; oversee the facilitation of online courses; coordinate with off-site trainings.
- Advise staff about County practices and policies; ensure staff understand job requirements and complete mandatory trainings.
- Collaborate with agencies and departments to reach training goals; act as a consultant to departments, executive staff, and other management staff.
- Attend and coordinate annual meetings with staff to debrief program evaluations; meet with department and program stakeholders to identify training and staff development goals.
- Provide quality assurance and quality control for training needs, development, and implementation of programs; provide technical and ongoing program support.
- Write grant proposals for the use of funding for training and staff development; monitor and manage an operational budget; act as a liaison to awarded contractors; review progress of contracts; write and review request for proposals.
- May provide direct clinical casework supervision to MSW candidates in field placement assignments; may provide supervisory consultation to candidates for either the MFC or CSW state-issued license.
- Positions assigned to the Department of Public Social Services may screen, assign, and supervise undergraduate interns in social service field assignments.
- May be required to provide in-service training.

RECRUITING GUIDELINES:

Option I

Education (Preferred): Graduation from an accredited college or university with a Master's degree, preferably with a major in social work, sociology, behavioral sciences, counseling, or a related field to the assignment.

Experience: Two years of advanced journey or lead level experience in social services/clinical casework.

Option II

Graduation from an accredited college or university with a Bachelor's degree, preferably with a major in education, social work, organizational development, behavioral sciences, public or business administration, or a related field to the assignment.

Experience: Three years as a Staff Development Officer or equivalent class in a public or private welfare agency.

Knowledge of: Modern principles and techniques of employee training and supervision; principles and theories of organizational development; leadership and group dynamics; professional training techniques and resources; basic principles and techniques of public administration and personnel management, including employee counseling; the provisions of the Welfare and Institutions Code and other legislative and regulatory material in the social service field; the organizations and functions of county social service agencies; basic statistical concepts and research methods for evaluating the effectiveness of training programs; assessment techniques and evaluation methods.

Ability to: Plan, develop, organize, and evaluate employee training; write manuals, handbooks, lesson plans, and syllabi; develop visual aid and other instructional material to meet specific training needs; assess training needs; interpret and apply statistical data; speak effectively and lead discussion groups; work cooperatively with other departmental and County personnel and representatives of other agencies; effectively train and supervise professional staff.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.