

County of Santa Cruz

INVITES YOU TO APPLY FOR:



STAFF DEVELOPMENT TRAINER

Supplemental Questionnaire Required

Open and Promotional

Job # 23-SE4-01

Salary: \$5,477 - 7,276 / Month

Closing Date: Monday, April 03, 2023

THE JOB: Under direction, develop and conduct induction and in-service training programs for departmental staff; develop, conduct, and coordinate departmental staff training; and perform other work as required. The Staff Development Trainer instructs new and existing workers on the procedures and processes used in specific departmental functions and on specialized subjects related to social service eligibility. Human Service eligibility experience (Medi-Cal/CalFresh/CalWORKS) is highly desirable. **The current vacancy is with the Human Services Department.** Please note the list established from this recruitment may also be used to fill future vacancies which may be with the Department of Child Support Services, Health Services Agency and/or the Human Services Department.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Experience equivalent to completion of a Bachelor's Degree with major course work in public or personnel administration, human resource management, education or a closely related field **AND** six (6) months of paid experience planning, organizing and conducting training programs in an educational facility, private or public organization.

OR

Two (2) years of journey level experience in determining initial or continuing eligibility for publicly funded programs/services or assessing and counseling the public with barriers to employment.

Special Requirements: License: Possession of a valid California Class C Driver License or the ability to provide suitable transportation which is approved by the appointing authority. **Special Working Conditions:** May work evenings and/or weekends conducting trainings or attending meetings.

Knowledge: Thorough knowledge of specific subject matter or departmental-specific program; and departmental-specific program procedures. Working knowledge of community needs and resources related to human service programs; the functions and services provided by a public social service agency; and regulations governing departmental-specific programs. Some knowledge of the principles of supervision and staff development; common techniques utilized in providing in-service training; the



learning process and its relationship to morale and productivity; and training principles and techniques including curriculum and instructional design.

Ability to: Plan, organize and conduct training activities; engage the trainees' involvement in the learning process; speak effectively in front of groups; supervise employees in a training/learning situation; analyze, interpret, explain and apply complex regulations, procedures, laws, and departmental expectations of client interactions; analyze training needs and develop effective programs to accommodate these needs; prepare clear and instructive lesson plans, manuals, handbooks and other training materials; establish and maintain effective working relationships with those contacted in the course of business; use computers in the course of their work; work independently and within a team structure; and train others in the use of computers for departmental-specific programs.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz
www.santacruzcountyjobs.com

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STAFF DEVELOPMENT TRAINER – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Provide an example of a project you worked on that required significant preparation prior to implementation working within a team environment. Describe how you approached the project, engaged others, managed your time and organized your tasks to complete the planning through implementation phases.
2. Describe your experience with computer software programs/applications, eligibility systems, databases, word processing, and spreadsheets as it relates to department specific programs such as those used in the Human Services Department.
3. Describe your experience identifying employee training needs and developing a training plan to address those needs.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing “pre-tax dollars.”

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.