



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 1026

DIRECTOR OF PROFESSIONAL DEVELOPMENT - NDSH/NDDC

GRADE O

SCOPE OF WORK:

Work activities involve managing, in collaboration with human resource staff at each facility, a centralized system to provide a comprehensive employee training program at the North Dakota State Hospital and North Dakota Developmental Center.

DUTIES PERFORMED:

- Manage the selection of staff; plan and assign work duties; develop and implement work standards; coach, mentor, monitor performance management measures, and initiate and carry out disciplinary measures as required.
- Collaborate with human development department staff and with other course instructors responsible for conducting training to develop goals related to the department mission.
- Serve as chair of the Professional Development Committee, which is responsible for developing educational policies and standard training programs, i.e. orientation, mandatory education classes, and other need-driven courses.
- Work with Human Resource staff to ensure that orientation, ongoing licensure, and training requirements are met and recorded for all employees.
- Coordinate and facilitate centralized specialty training such as Situational Leadership, Legendary Customer Service, and compliance with NDSH accreditation standards for staff at both facilities.
- Plan and coordinate training activities designed to support employees in personal growth and development.
- Serve as an active member of both the Human Development Department and Superintendent's Support Team (SST) at the NDDC.
- Manage clinical and rehabilitation internships by directing student training contract functions with all departments; coordinate internship process with Human Resource function; and collaborate with contract offices at the facilities and the Department of Human Services management staff.
- Work with department staff to develop, update, and monitor biennial budget.
- Consult with department staff to ensure effective and efficient use of fiscal and human resources.
- Conduct personal interviews with facility staff receiving the centralized services; provide assessment of personal interview results to case managers, other division directors, and quality assurance to enhance personal goals achievement and further department mission.
- Oversee the support planning process in conjunction with other certified trainers.

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- Develop and implement an agency quality enhancement plan in conjunction with other certified trainers and administrators.
 - Develop training activities to facilitate the implementation of agency standards and regulations.
 - Serve as a resource for agency employees in interpretation and implementation of agency standards and regulations.
 - Provide and instruct courses on Outcome Based Measures.
 - Design specialized training courses and provide instruction to address the unique needs of the department as it relates to Outcome Based Measures or other required regulations and guidelines.
 - Maintain working knowledge of Social Security Act - Title XIX - Grants to States for Medical Assistance Programs, Outcome Based Measures, and other agency guidelines, policies and procedures, and regulations in the field of disabilities, management, leadership, employee training, and outcome management.
 - Expand and enhance utilization of information systems and related software programs.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in education or in a closely related health care field, and six years of experience in education or program administration in a health care or educational setting. Three years of work experience must have included management of a professional staff. A master's degree in education or in a health care field may substitute for two years of the professional work experience.

Eff. Date: 7/02

Rev: 1/00 – Word processing conversion

Rev: 7/02 – Changed title and scope from Director of Education-NDSH; updated duties and revised minimum qualifications

Rev: 7/12 – Conversion to Hay System