

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1471100

Mental Hygiene Staff Development Specialist 1, Grade 11	1471100
Mental Hygiene Staff Development Specialist 2, Grade 14	1471200

Brief Description of Class Series

Mental Hygiene Staff Development Specialists assist professional-level Training Specialists in the planning, development, and presentation of training programs to improve the knowledge and abilities of those caring for and treating individuals* in facility and community settings. Incumbents directly participate in the preparation and delivery of facility and community training programs.

Positions are classified in the Office of Mental Health and Office for People With Developmental Disabilities.

*Individual refers to a person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

Mental Hygiene Staff Development Specialists perform similar duties and present established training programs and lessons covering a limited range of routine topics and concepts. Levels are primarily distinguished by the extent of their involvement in the development and delivery of facility and community training programs.

Mental Hygiene Staff Development Specialist 1: entry level paraprofessional; under the direction of a Mental Hygiene Staff Development Specialist 2 or higher-level Training Specialist, assists in the development and preparation of facility and community training programs; informs employees of available training and educational opportunities; presents portions of established training programs and lessons; and demonstrates basic first aid, safety, and treatment techniques.

Mental Hygiene Staff Development Specialist 2: full performance paraprofessional level; under the direction of a higher-level Training Specialist, assists in the development and preparation of facility and community training programs; informs employees of available training and educational opportunities; presents entire, established training programs and lessons; demonstrates basic first aid, safety, and treatment techniques; and may supervise and train Mental Hygiene Staff Development Specialists 1.

Related Classes

Training Specialists (Mental Hygiene) develop and deliver major segments of training programs to improve the knowledge and abilities of those caring for and treating individuals in facility and community settings.

Training Specialists 1 (Nursing) provide clinical training that requires the expertise of a registered nurse, including nursing training and orientation; Cardiopulmonary Resuscitation training; Approved Medical Administration Personnel training; and basic medical support training, such as taking blood pressure, to direct care staff in facility and community settings.

Illustrative Tasks

Mental Hygiene Staff Development Specialist 1

Assists professional-level Training Specialists in planning, developing, and presenting facility and community training programs.

- Gathers and compiles data and information on training topics from periodicals, journals, and other appropriate sources in support of program development.
- Participates in meetings with program staff to discuss training needs; and may observe facility staff on the job to assist in identifying the knowledge, skills, and abilities required to perform tasks.
- Prepares and disseminates training announcements and information about educational opportunities; and conducts information sessions for facility employees regarding available training.
- Assists in the selection of employees to participate in training programs.
- Arranges for classroom space, training equipment, and guest instructors.
- Presents portions of routine, established training programs and lessons; and demonstrates basic first aid, safety, and treatment techniques.
- Prepares basic lesson plans and instructional materials, such as visual aids and charts.

- Collects and reviews questionnaires completed by participants to evaluate the effectiveness of the training material.
- May prepare, administer, and/or score tests used to measure participant's achievement in learning training objectives.
- Documents employee training activities and maintains records, such as training rosters and classroom schedules.

Mental Hygiene Staff Development Specialist 2

Performs the tasks and activities of a Mental Hygiene Staff Development Specialist 1 with more independence; presents routine, established training programs and lessons; and may train and supervise Mental Hygiene Staff Development Specialists 1.

Minimum Qualifications

Mental Hygiene Staff Development Specialist 1

Promotion: one year of service as a Direct Support Assistant, Developmental Disabilities Secure Care Treatment Aide 1, Licensed Practical Nurse, Mental Health Therapy Aide, Secure Care Treatment Aide 1, or Teaching Assistant.

Mental Hygiene Staff Development Specialist 2

Promotion: one year of service as a Mental Hygiene Staff Development Specialist 1.

Open Competitive: a bachelor's degree in a human services field and one year of experience in the direct preparation and delivery of classroom training in a mental hygiene setting.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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