

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

Classification Standard

**Occ. Code 1437300**

<b>Associate Director Training 1, M-1</b>	<b>1437300</b>
<b>Associate Director Training 2, M-2</b>	<b>1437400</b>
<b>Associate Director Training 3, M-3</b>	<b>1437500</b>
<b>Associate Director Training 4, M-4</b>	<b>1437600</b>

Brief Description Of Class Series

Associate Directors Training oversee the development and administration of an employee training and development program. They apply management, educational, adult learning, and multi-disciplinary methods, principles, and techniques in the development and administration of training and employee development programs.

Distinguishing Characteristics

The characteristics distinguishing the levels of Associate Director Training are:

1. The size and diversity of the agency's workforce. Considered in this factor is the number of employees, the representation of employees across diverse bargaining units, the variety of active and distinct occupational classes in an agency, employee turnover, and the impact, if any, of the geographic dispersion of employees on the agency's training program.
2. The scope, breadth, and variety of the agency's program. Considered in this factor is the nature and character of the agency and its mission, scope of services provided, ongoing and active training relationships with localities and other third parties, extent of titles with formal traineeships, the presence or absence of training professionals in agency's institutions and facilities, and the regular and ongoing development and presentation of original, formal agency-specific training.

*Associate Director Training 1:* supervises two or more Training Specialists 2 or other professional training staff and serves as the principal assistant to an Associate Director Training 2 or 3; or serves as the head training position in a small agency. Typically, one position of either Associate Director Training 1 or Associate Director Training 2 may be classified as the principal assistant to the overall head of the agency's training program.

*Associate Director Training 2:* supervises two or more Training Specialists 2 or other professional training staff and serves as the principal assistant to an Associate Director Training 4; serves as the head training position in a small to medium sized agency. Typically, one position of either Associate Director Training 1 or Associate Director Training 2 may be classified as the principal assistant to the overall head of the agency's training program.

*Associate Director Training 3:* heads the training program in a medium to large sized agency.

*Associate Director Training 4:* heads the training program in the largest agencies.

### Related Classes

Associate Directors Human Resources supervise the performance of various activities, such as position classification, recruitment and selection, labor relations, and employee services to staff, develop, and maintain an adequate and competent workforce.

Training Specialists develop and present specific portions of an agency's overall training and development program.

### Illustrative Duties

Under the general direction of a higher level human resources or program manager, plans, organizes, and directs training programs to improve performance of agency operations; meets with agency executive staff, program managers, and employees to identify and analyze training and development needs in the context of agency programmatic goals and objectives; oversees curriculum development; develops and maintains working relationships with other training organizations, educational institutions, consultants, and labor/management groups; develops performance standards for programs and instructors and methods for evaluating results; provides advice and assistance to managers and supervisors to help improve employee performance and productivity; represents the agency with professional training associations; coordinates training activities with other State agencies and organizations; monitors training compliance and evaluates reports from web-based learning management systems; prepares and monitors budget and expenditures; and supervises professional and support staff.

## Independence of Operation

Associate Directors Training operate with a great deal of independence. They typically work under the general supervision of a higher-level Associate Director Training, Director Human Resources, or program manager. They receive only general direction and receive policy and program approvals to ensure training objectives are consistent with agency goals. Specific training may be mandated by law, rule, regulation, or executive prerogative.

## Communication

Associate Directors Training communicate orally and in writing with various individuals including their supervisors, program managers, and employees, subordinates, and staff from other State agencies and outside organizations. The purpose of their communications is to receive and give assignments and to receive and convey information about the development, execution, and evaluation of agency training and development programs. Effective working relationships must be established and maintained with these individuals to foster their assistance and cooperation and to ensure timely development and implementation of programs.

## Supervision

Associate Directors Training supervise lower level professional, paraprofessional and support staff. They perform the full range of supervisory responsibilities. They coordinate and evaluate the work of subject matter experts delivering specialized training outside the capability of dedicated training staff.

## Minimum Qualifications

*Associate Director Training 1*

*Associate Director Training 2*

Promotion: one year of service in a professional training position allocated to Grade 23 or above.

*Associate Director Training 3*

Promotion: one year of service in a professional training position allocated to M-1 or above.

*Associate Director Training 4*

Promotion: one year of service in a professional training position allocated to M-2 or above.

**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 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.

Date: 07/2019

### Parenthetic Attachment

*Associate Director Training 1 (Mental Hygiene)*  
*Associate Director Training 2 (Mental Hygiene)*

Incumbents of these positions oversee a comprehensive education and training program for facility staff, including employees in community-based programs. Supervise training staff in developing and conducting education and training programs and in providing educational and career-related information to employees. Monitor training initiatives for compliance with mandated accreditation requirements.

*Associate Director Training 1 (Mental Hygiene):* functions as the head training position in a facility, or regional community care operation having up to 800 employees.

*Associate Director Training 2 (Mental Hygiene):* serves as the head training position in a facility, or regional community care operation having over 800 employees.

### Minimum Qualifications

*Associate Director Training 1 (Mental Hygiene)*

Promotion: one year of service as a Training Specialist 2 (Mental Hygiene).

*Associate Director Training 2 (Mental Hygiene)*

Promotion: one year of service as an Associate Director Training 1 (Mental Hygiene) or Training Specialist 2 (Mental Hygiene).

*Associate Director Training 1 (Addictions)*

Incumbents of these positions manage and direct the overall education and training program of the Office of Addiction Services and Supports (OASAS), with particular emphasis on addictions-specific staff development and training activities. In consultation with agency management and clinical staff, they provide oversight in the design and development of specialized curricula related to the treatment and counseling of alcoholism and substance abuse; oversee the delivery and evaluation of comprehensive training programs to treatment center staff; evaluate addictions training programs and course work offered by educational institutions, local jurisdictions, professional organizations and other bodies for compliance with established regulations; direct and assure compliance with agency-wide staff educational and training certification requirements to ensure that staff maintain required credentials.

Minimum Qualifications

*Associate Director Training 1 (Addictions)*

Promotion: one year of service as a Training Specialist 2 (Addictions).