

Training Coordinator Roles and Responsibilities

834.1 POLICY STATEMENT

The purpose of this policy is to define the responsibilities of Probation Department Employees assigned to the role of Training Coordinator.

834.2 PROCEDURES

It is the policy of the Sonoma County Probation Department to provide training to sworn staff in accordance with the requirements of California Penal Code, Title 15 of the California Code of Regulations, and the Standards of Training and Corrections (STC) guidelines. Sworn and non-sworn staff will receive job specific training as well as department and countywide training.

The Department recognizes that appropriate and effective training aids in proper job performance and professional development of Department employees, contributes to job retention, reduces liability and improves the quality of services provided by Department employees.

To manage the unique and changing needs of the department, Training Coordinators will work with the Training Manager to help identify, schedule, and coordinate training within the Department. Training Coordinators are selected through a competitive process as an ancillary assignment. They represent operational training needs and support the training program for their respective section.

The roles and responsibilities of the Training Coordinators are set forth below.

834.3 TRAINING COORDINATOR ROLES AND RESPONSIBILITIES

Ongoing Activities:

- (a) Communicates with Division Directors and Supervisors to provide feedback and recommendations regarding the training needs of the section;
- (b) Regularly communicates with Supervisors and Division Directors to ensure that they are aware of upcoming training courses and staff assignments to training;
- (c) Acts as a resource to Management and Supervisors in providing guidance regarding the specific needs of individual staff as they arise.
- (d) Acts as the liaison between the assigned section and the Probation Department's Training Manager;
- (e) Attends monthly training coordinator meetings and reports to the group regarding training needs/issues and reviews the Department's training schedule.
- (f) Assigns staff within each section to appropriate training; provides a proposed roster of attendees to the Probation Department's Training Manager;
- (g) Processes training requests and acts as a resource to employees who want to further their professional development;

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- (h) The Training Coordinators will work in conjunction with the Training Manager to schedule training courses as required and help coordinate the specifics of the training (e.g., room schedule/set-up, rosters, etc.);
- (i) Training Coordinator handles all modifications/requests by staff to change training dates in accordance with Training Policies and Procedures, if available and updates the memo on SharePoint to ensure accurate rosters;
- (j) Training Coordinators are responsible for reviewing STC Quarterly Reports provided by the Training Manager to ensure STC training compliance of each sworn employee. Training Coordinators will check-in with Supervisors as needed for employees that are at risk of not meeting their annual training hours. Training Coordinators will verify attendance of staff at scheduled trainings by reviewing reports provided by the Training Manager and will notify the staff's supervisor if the staff did not attend a scheduled training.
- (k) As funding and needs of the Department permit, and at the direction of Management: attend relevant meetings and conferences, build networks, research training classes and instructors, and maintain memberships in training organizations;
- (l) Ensures that all new sworn employees, if not already completed from another agency, are assigned to CORE and PC 832, to be completed within one year of their full-time employment hire date and works with the Training Manager to coordinate training dates to meet this time requirement;
- (m) The Juvenile Hall Training Coordinator will prepare Staff Replacement Forms quarterly and provide the form to the Training Manager in a timely manner.
- (n) Coordinates with Training Manager and other Training Coordinators to create a back-up plan for a planned absence.
- (o) Trains new Training Coordinators.

Annual Training Projects

- (a) Assist in the development of a training needs analysis project to help determine and develop the Department's training plan;
- (b) Assist in the development of an annual training plan which identifies the mandatory and elective training needs of the Department.
- (c) Evaluate new classes to ensure content is aligned with department training objectives.