



Staff Development Specialist Administrative Services Unit Training Team Reference #21-22

The New York State Division of the Budget (DOB) is seeking a full-time Staff Development Specialist. The Staff Development Specialist will serve as part of a dynamic staff development/training and human resources team to provide high quality professional development programming that supports the recruitment, retention, and talent development of DOB staff. The current Staff Development Office portfolio includes delivering programming in leadership development and supervisory skills, inclusion and bias awareness, mentoring, DOB-specific skills training, guest speaker series, and supporting other staff development/human resources initiatives.

The Staff Development Specialist would be part of a team with responsibilities including, but not limited to:

- Researching and implementing best practices in staff development, curriculum development, and diversity and inclusion initiatives;
- Assisting with internal and external communications, such as, developing visually appealing materials to communicate policy objectives and preparing materials to support recruitment efforts;
- Interpreting policies and directives to develop strategic plans and initiatives for staff development and HR objectives;
- Delivering webinar and in-person workshops on topics related to supervisory skills, effective communications, peer leadership, and diversity and inclusion;
- Working with internal stakeholders, such as subject matter experts, managers, and other staff to identify solutions in response to training requests and other priorities;
- Working with subject matter experts and training providers to facilitate training delivery that best meets learning objectives;
- Facilitating team-building and other staff engagement activities;
- Using video editing software to edit training recordings and create closed-captioning; and
- Completing administrative tasks such as running reports, editing and preparing course materials, updating learner records in the learning management system, and responding to email, calls, and Teams chats in a timely manner.

Qualification/Skills:

- Strong written and verbal communication skills.
- Comfort in learning new technology such as video editing software (Camtasia), Microsoft products (One Note, Stream, SharePoint, and Teams), and the Statewide Learning Management System (Oracle Database).
- Ability to think strategically and creatively.
- Strong organizational and time management skills.
- Familiarity with social media (LinkedIn) and graphic design fundamentals.
- Good interpersonal and customer service skills.

How to Apply:

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select "Human Resources/Training" in the Professional Interests section. Applications are held in the Division's resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the New York State Division of the Budget, or if you have any questions about working for the Division, please contact personnel@budget.ny.gov.