



**STATE OF NEW YORK
UNIFIED COURT SYSTEM**

TITLE STANDARD:

**DEPUTY DIRECTOR OF HUMAN RESOURCES FOR
THE PROFESSIONAL DEVELOPMENT CENTER**

Effective Date: 02/01/2006
Title Code Number: 9440642
Salary Grade: NS
Jurisdictional Classification: EX-CONF

DISTINGUISHING FEATURES OF WORK:

The Deputy Director of Human Resources for the Professional Development Center is responsible to the Administrative Director of the Office of Court Administration and the Chief of Operations of the Office of Court Administration. Under general direction, the Deputy Director of Human Resources for the Professional Development Center is responsible for program development and administration in the Professional Development Center. The Deputy Director of Human Resources for the Professional Development Center is responsible for developing policy, planning and implementing education programs for judges and employees of the Unified Court System, which includes seminars for new judges, refresher courses and conferences for judges, and training seminars for non-judicial personnel, and performs other related duties.

TYPICAL DUTIES:

Develops curricula, prepares course materials, selects faculty, lectures, oversees the coordination of schedules and arrangements for facilities and travel, and conducts evaluations of training programs and seminars.

Prepares budget and monitors expenditures.

Supervises the process of certifying town and village justices who are not lawyers.

Consults with judges and court administrators to develop education and training policies.

Screens, hires, and trains professional and clerical staff, supervises and evaluates their work, and recommends promotions.

The above statements are intended to describe the general nature and level of work being

performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the laws and rules governing civil, criminal, and appellate practice, the New York State and Federal Constitutions, legal terminology, and forms.

Knowledge of trial and hearing procedures.

Knowledge of legal professionals qualified to lecture at educational programs.

Knowledge of available instructional materials.

Knowledge of budgeting practices and procedures and accounting procedures.

Ability to write clear and concise prose.

Ability to organize factual and legal data into clear and logical sequences.

Ability to analyze legal issues and identify relevant case opinions and facts.

Ability to handle sensitive matters on a confidential basis.

Ability to communicate orally in a clear and succinct manner and to provide instruction on complex and technical legal materials.

Ability to interpret laws, rules, and regulations.

Ability to train, supervise, and coordinate the activities of a subordinate staff.

Ability to establish work priorities.

Ability to evaluate staff performance against job requirements.

QUALIFICATIONS:

One (1) year in the Chief Management Analyst or Chief Personnel Analyst title;

or

Bachelor's degree in Public or Business Administration from an accredited college or university and eight (8) years of relevant training experience;

or

Master`s degree in Public or Business Administration from an accredited college or university and five (5) years of relevant training experience;

or

An equivalent combination of education and experience.