



Staff Development Program



Staff Development Policy

Purpose

The Department of Parks, Recreation and Conservation values its employees and expects them to work towards their full potential in delivering quality services. The Program is used as a framework to follow to develop their professional skills.

The supervisor meets with new employees, during performance discussions and throughout the year to assess skills necessary to perform the function. These resources and programs are available to PRC employees.

1. Training- PRC creates opportunities for learning.

New Hire Orientation

All employees are required to attend Westchester County's New Hire Orientation. Presenters from different areas of the County introduce the County's Organization, Civil Service, County Policies, Unions, Compensation/Payroll, Health and Pension Benefits. Equal Employment Opportunity/Affirmative Action training is conducted.

PRC Orientation is divisional and site-specific. It is conducted by the supervisor of the facility where the employee is assigned. It encompasses a tour of the facility, introduction to job appropriate equipment and personal safety equipment and safety protocols.

On the Job Training

PRC will use internal resources, knowledge and talent. The employee will shadow an established employee and uses the experience to learn about the role.

Continuous In-House Training

Fit Testing – Respirator Testing

Hearing Conservation

Blood Borne Pathogens

Right to Know Hazard Communications

Personal Protective Equipment

CPR – AED

Stop the Bleed

Active Shooter

Snow Plow Training

Driver Safety Training and Towing

Small Engine Repair

Forklift-Skid Steer Training

Road Side Safety

Chain Saw Operations

Cross Training

Cross-Training within divisions and across divisions and functions is encouraged and allows PRC greater operational stability, flexibility and identification of individuals for succession planning and future planning.

County Departments Training

Employees will participate in training scheduled by other County departments, including Purchasing, Human Resources, Risk Management, Department of Emergency Services, Westchester County Public Safety and others.

Yearly Mandatory Compliance Training

- Preventing Bullying and Violence
- Employee Harassment Prevention
- A Practical Guide to Government Ethics
- Review Employee Handbook

Yearly Supervisory Training

- Progressive Discipline
- Employee Assistance Management
- Reasonable Suspicion
- Conducting Difficult Conversations
- Other Topics as Needed

County eLearning

The County offers employees a wide variety of online courses, videos, eBooks and audiobooks that can be accessed from your computer, laptop and mobile device.

- Productivity & Collaboration tools
- Browser & Operating Systems
- Design
- Coding
- Data Reporting

PRC Conference

All employees attend a full day of programs and training to learn about our parks system, review the past year, and discuss goals and objectives for the following year. Speakers present topics such as a specific park's history, the latest conservation and environmental efforts, staff wellness and customer service and interactions.

PRC Academy

To instill and perpetuate PRC values and culture by providing high quality training opportunities both in-house and at professional conferences and classes to create outstanding leaders and thinkers at all levels of the department. The PRC Academy uses departmental expertise and experience to educate and pass along institutional values such as ownership, accountability, flexibility, togetherness, passion, integrity, loyalty and execution.

Employees who seek to be promoted must take responsibility for their professional development.

Professional Development

Employees should identify advanced training in their field through professional organizations and schools.

Professional Memberships

Employees should attend meetings and participate in professional organizations. This will help identify advanced training in their field. PRC maintains memberships in the Westchester Recreation & Parks Society, NYS Recreation and Parks Society, National Recreation and Parks Association, Federated Conservationists of Westchester County, Society for Ecological Restoration Mid Atlantic Chapter, International Society of Arboriculture, New York State Arborists, DEC Region Fish and Wildlife

Management Board, Ecological and Monitoring and Management Alliance, etc.

Certifications

Identifying certain programs within their discipline:
Turf Grass Management Certificate for Golf Professionals
Certified Pool Operators
Certified Playground Inspectors

Licenses

Golf Professionals - Pesticide Applicator License (10 Credits required every 3 years)

Tuition Reimbursement

Employees looking to expand their knowledge, skills, and abilities can use this financial assistance program to help further their education. This will enhance job performance, increase value to the organization, and access to job/career opportunities within PRC and the County.

Free Tuition

Annual employees may attend Westchester Community College at no charge.

Approved by:

Peter Tartaglia

First Deputy Commissioner – Parks, Recreation & Conservation

Signature:



Date:

9/11/23

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