

DEPARTMENT: EMPLOYMENT & TRAINING
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 10, 2009

SENIOR EMPLOYMENT AND TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional level administrative position with independent responsibility for carrying out moderately difficult administrative duties related to program coordination, monitoring analysis, and job development in the local Employment and Training Agency. The work is performed under the general supervision of a higher-level agency administrative official. This class differs from that of Employment and Training Coordinator, Employment & Training Counselors, and Employment & Training Assistants by the increased responsibilities and independence of action in carrying out details of the work. Direct supervision is exercised over the work of Employment and Training Coordinators, Employment & Training Counselors, Employment & Training Assistants and non-professional clerical staff. The incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises the collection, compilation, and interpretation of information utilized in the monitoring and evaluation of Employment Training Programs;
2. Coordinates the development and final preparation of Grant Plans and Grant Modifications in accordance with the Workforce Investment Act (WIA) Rules and Regulations;
3. Implements managerial control systems to aid in compliance with Federal, State and Local Rules, Regulations, and Policies;
4. Coordinates agency efforts to develop realistic job and/or training opportunities for agency program participants;
5. Coordinates and monitors the sub-grantee programs to ensure compliance with appropriate WIA Rules and Regulations;
6. Plans, negotiates, and develops moderately complex subcontracts with public or private employers, as well as educational institutions employing and/or training WIA participants;
7. Plans and prepares agency Affirmative Action and Equal Opportunity Employment Plans;
8. Assists the lower level agency staff in the completion of more difficult and complex tasks.
9. May represent the agency in meetings with Local, State, and/or Federal representatives as well as private industry representatives;
10. Completes narrative as well as tabular records and reports necessary for compliance with Federal and State Rules, Regulations and Policies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; good knowledge of the methods and techniques utilized in the development of job and/or training opportunities; good knowledge of the principles and practices of supervision; ability to read and interpret moderately complex written materials; ability to express oneself verbally and in writing; ability to understand verbal and written directions; skill in collecting, organizing, analyzing and interpreting narrative, as well as tabular, information; ability to establish and maintain effective working relationships with participants, private and governmental agencies, and labor groups; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS (Updated 04/28/2009):

Candidates must have one (1) year of permanent competitive class service as a WIA Training Coordinator or three (3) years of permanent competitive status as an Employment & Training Counselor or Employment & Training Coordinator immediately preceding the date of written examination.

OPEN COMPETITIVE:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in public or business administration, industrial or labor relations, economics, political science, social science, human services or related field, and three (3) years of full-time paid experience in job or employment and program planning, development or analysis, personnel counseling or placement, public or business administration, economics or labor relations, or related field; **or**

Satisfactory completion of at least sixty (60) semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with at least twelve (12) credit hours in any of the areas described above and five (5) years of full-time paid experience as defined above.