

DEPARTMENT: EMPLOYMENT & TRAINING
CLASSIFICATION: COMPETITIVE
APPROVED: AUGUST 10, 2017

WORKFORCE TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the assessment and interviewing of individuals seeking employment in accordance with federal workforce program guidelines. Incumbents plan and coordinate specialized training and/or educational opportunities for individuals. They may also assist in the development and implementation of a comprehensive training and/or educational program with public and/or private agencies to provide needed educational experiences and technical training for agency clients. Employees in this class may also conduct employment readiness training sessions as determined by client need and/or develop employment opportunities for the client within the local business community. The work is performed under the general supervision of a higher-level staff employee within the agency. Independent judgment is exercised during the client interview process and while contacting individual employers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Interviews and assesses individuals prior to referral to job search, employer or training programs in order to gather and evaluate information related to previous work experience, education, specific skills, and their physical, personal and social background;
2. Coordinates vocational skills training and educational programs of the agency;
3. Completes employability plans for referrals to additional educational, vocational or employment related activities;
4. Conducts employment readiness training sessions for clients that may include such topics as job interviewing, proper job attitudes, resume and application preparation, as well as employer/employee relationships;
5. May administer standardized vocational and/or assessment tests to aid in the formulation of appropriate employment plans;
6. Evaluates training program effectiveness of the subcontracted training agencies;
7. Makes recommendations concerning course content to individuals responsible for training course development to meet the local labor market needs;
8. Periodically visits education or special skills training agencies to evaluate program progress and ensure compliance with contract provisions;
9. Maintains in-house record of client activities;
10. Prepares a wide variety of narrative and tabular reports in accordance with State and Federal guidelines;
11. Serves as records management officer for the department;
12. Coordinates online learning programs as needed;
13. Monitors standardized aptitude tests.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of counseling techniques and principles; good knowledge of modern assessment and training methods and techniques; working knowledge of accepted business and industrial personnel practices and procedures related to vocational skills training; working knowledge of the principles of vocational guidance and placement methods; working knowledge of the principles of learning and instruction as they would apply to training programs; working knowledge of Federal, State, and local Employment and Training Rules, Regulations and policies; working knowledge of employment field including labor market statistics; ability to develop, as well as evaluate, curricula and/or training materials used in training classes; ability to plan, implement, and evaluate employment and training occupational skills, as well as training and educational programs; ability to interview and assess clients; ability to establish satisfactory relationships with clients; ability to initiate and maintain employer contact; ability to compile and analyze data to prepare narrative and tabular reports; ability to work independently; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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 business, education, behavioral science, human services or resources or other field of study specifically structured to prepare individuals for work in the field of training and/or staff development, **and** one (1) year of experience in a counseling field such as employment, teaching, guidance, social services, staff development or related field; **or**

Satisfactory completion of a minimum of 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 defined above and three (3) years of experience as defined above;

NOTE: Verifiable part-time and/or volunteer experience will be prorated toward meeting full-time experience requirements.