EMPLOYMENT AND TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a beginning level professional administrative and training position involving the responsibility for coordinating, monitoring, planning, and analyzing utilization and effectiveness. The duties of the position involve responsibility for developing training and placement opportunities with public or private employers and/or training institutions. In addition, the E&T Coordinator may deal directly with clients involving the formulation of employability development plans and provision of vocational guidance and related services. The work is performed under direct supervision of a high-level staff employee. Supervision may be exercised over the work of para-professional and clerical assistants. The incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES:

- Collects, compiles, and interprets economic and demographic data to aid in Program plan formulation, as well as information utilized in the monitoring and evaluation of Employment and Training Programs;
- Assists in the development of and final preparation of Grant Plans and Grant Modifications;
- Plans, negotiates, and develops subcontracts with public or private employers as well as educational institution employment and/or training JTPA participants;
- Develops realistic jobs for clients, which do not present artificial barriers to employment;
- Monitors sub-grantee programs to ensure compliance with applicable codes and guidelines;
- May make field visits to monitor program activities of agencies employing JTPA participants;
- Coordinates employer and agency efforts to analyze affirmative action and equal employment opportunity plans;
- Reviews participant applications and evaluates eligibility requirements;
- Matches job-ready program clients with available jobs and makes employment interview referrals;
- Establishes contact and maintains liaison with public and private employers;
- Completes narrative as well as tabular records and reports necessary for compliance with Federal and State rules, regulations, and policies.
- May be responsible for the full range of the assessment process.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; ability to collect, organize, and interpret information related to Employment and Training Programs; ability to read and interpret moderately complex written materials; ability to seek out and develop jobs and/or training opportunities for agency clients; ability to express oneself orally as well as in writing; ability to understand working relationships with clients, private and government agency representatives, as well as labor group members; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either (A) Graduation from regionally accredited or New York State registered college or university with a bachelor's degree in public or business administration, industrial or labor relations, economics, political science, social science, human services;

Or (B) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered two-year college with at least 12 credit hours in any of the areas described in **(A)** and two years of full-time experience in job or Employment Program development and analysis, personal counseling or placement, public or business administration economics or labor relations, or related field;

Or (C) Graduation from high school or possession of a high school equivalency diploma and four years of full-time experience in the areas defined in **(B)**;

Or (D) Six years of full-time experience in the areas defined in **(B)**;

Or (E) An equivalent combination of training and experience as defined by the limits of **(A)** through **(D)**.

NOTE: Post high school educational training in the areas defined in **(A)** can be substituted for experience on a year-for-year basis. Individuals having neither a high school diploma nor a high school equivalency diploma must possess the full six years of required experience.

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