Herkimer County

EMPLOYMENT AND TRAINING DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: Directs the planning, coordination, and administration of a wide variety of local Employment and Training Program operations in a medium sized Prime Sponsor or Balance of State Agency. This is an important administrative position involving the responsibility for developing, directing, and implementing a comprehensive local Employment and Training Program. Direction over the Program involves relating applicable fiscal, economic, and technical information to program plans in order to up-grade and improve job skills of unemployed, under-employed, and economically disadvantaged agency clients, and to improve the total employment opportunities of the municipality. The duties of the position involve the coordination of a variety of program activities to maximize program success and efficiency. The Employment and Training Director II is also responsible for organizing and directing the operation of an independent monitoring unit in accordance with the mandates of Federal and State legislation. The work is performed under the administrative direction of the Chief Elected Official with wide leeway allowed for the exercise of independent judgment in obtaining objectives. Administrative supervision is exercised over the work of all agency employees. The incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

-Oversees, coordinates, and directs the planning, development, and implementation of the Workforce Investment Act Program for the municipality;
-Participates in the administrative oversight of the Working Solutions Center;
-Oversees and directs the preparation and execution of contracts with private industry, training, or educational institutions, and Federal, State, and local governments relative to the local Employment and Training Program;
-Plans, oversees, and supervises the development of procedures for reviewing, analyzing, and evaluating various component segments of the municipality's Employment and Training Program;
-Provides technical interpretations and assistance to the Chief Elected Official and the regional advisory board regarding Federal, State, and local rules and regulations governing the Agency's Program;
-Establishes and interprets policies and procedures for all Employment and Training projects and components undertaken by the Agency;
-Establishes and maintains liaison with representatives of government agencies, private industry, labor and non-profit organizations in order to facilitate understanding, acceptance, and/or participation in Employment and Training Agency activities;
-Oversees and directs assessment of the impact of technological change in industry, specific occupational skills, and/or job requirements to determine the potential impact on the employment needs of the community, and to facilitate the implementation of changes or additions to Agency Training Programs;
-Reviews the results of economic or demographic studies and analyses of the labor force to determine occupations which would provide maximum employment opportunities for Agency clients;
-Recommends Employment and Training policies and programs to the Chief Elected Official;
-Keeps abreast of Federal, State, and local policies, rules, and regulations and changes affecting the Agency's Program;
-Oversees and directs the formulation of implementation of an Employment and Training Program information reporting and monitoring system;
-Directs the development of methods and procedures necessary for monitoring, analyzing, and evaluating Program effectiveness and success;
-Oversees the planning and preparation of special studies and reports on Employment and Training trends and problems;
-Speaks to various groups in the community about the goals and objectives of the Employment and Training Agency, and generally disseminates information to the public with bulletins, news releases, and contact with the media;
-Manages financial accounts for the Working Solutions Center and oversees billing of partners for Rome and Utica Centers;
-Holds regular staff meetings to keep personnel advised of new developments and pending issues;
-Reviews employee evaluations.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:
Thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; thorough knowledge of local occupational conditions and trends; good knowledge of concepts and methods used in the development and maintenance of management information systems; working knowledge of the legal environment of public administration; ability to plan and supervise the work of others; ability to establish and maintain an effective working relationship with agency clients, private and governmental agencies and labor groups; ability to prepare or supervise the preparation of moderately complex and detailed tabular and/or narrative reports; skill in analyzing and interpreting data and information related to the Employment and Training Agency Programs; ability to express oneself effectively, both orally and in writing; ability to understand oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
Either –

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public or business administration, industrial or labor relations, economics, political science, social science, human resources or related field and two years of full time supervisory experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics or labor relations, or related field;

Or **(B)** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the areas noted in (A) above and four years of full-time experience as noted in (A) above, two years of which must have been in a supervisory capacity;

Or **(C)** Equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Non-Competitive

This position is designated as confidential or policy influencing and is not eligible for protection under Section 75 of the Civil Service Law.

Revised July 2006