HERKIMER COUNTY

Herkimer County

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 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, as well as non-professional clerical staff. The incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

FULL PERFORMANCE, KNOWLEDGE, 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; working knowledge of the principles and practices of supervision; ability to read and interpret moderately complex written materials; ability to express oneself orally and in writing; ability to understand oral 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.

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SENIOR EMPLOYMENT AND TRAINING COORDINATOR - Cont'd.

MINIMUM QUALIFICATIONS:

Promotion:

One year of permanent competitive class service as an Employment and Training Coordinator.

Open-Competitive: Either:

(a) Graduation from a 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 related field, and one year of full-time 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

(b) Satisfactory completion of at least 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)** above and three years of full-time experience as defined in **(a)**; or

(c) Graduation from high school or possession of a high school equivalency diploma and five years of experience as defined in **(a)**; or

(d) Seven years of full-time experience in the areas defined in **(a)**; or

(e) An equivalent combination of training and experience as defined by the limits of **(a)** through **(d)**.

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

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