

EMPLOYMENT AND TEMPORARY ASSISTANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, managing and coordinating the activities of the Employment and the Temporary Assistance units of the Department of Social Services. Work is performed under general supervision of the Director of Eligibility. Supervision is directly exercised over employees of both units. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, coordinates and manages the activities of the Temporary Assistance and Employment programs, requiring extensive knowledge of all rules and regulations;  
Maintains current knowledge of all program areas as the rules change;  
Analyzes impact of changes in law and recommends policy and procedures;  
Monitors implementation of such changes;  
Oversees the daily operation of the Putnam Workforce Partnership (PWP) which consists of staff from the Department of Labor, Private Industry Council (PIC), Office of Vocational & Educational Services for Individuals with Disabilities (OVESID) and Board of Cooperative Educational Services (BOCES);  
Conducts monthly PWP meetings for the Commissioner;  
Supervises and makes appropriate work assignments to the PWP clerk;  
Establishes and cultivates relationships with the employer community, other agencies and vendors to promote understanding of employment and benefits programs and obtain necessary cooperation in the delivery of necessary services;  
Develops and implements written plans for workload assignments, personnel utilization and workflow requirements;  
Evaluates, motivates and develops subordinates;  
Deals with disciplinary issues;  
Resolves conflicts within and between units;  
Develops desk aids and other written materials to assist and instruct staff in job responsibilities on a continuing basis;  
Understands the Welfare Management System and Employment Subsystem in order to monitor correct application of policy changes as they affect system input and output;  
Ensures proper application of all factors affecting participation rates in compliance with Federal law to avoid sanctions and penalties imposed on the local district;  
Prepares and attends Fair Hearings representing the Agency's policy position before a State Administrative Law Judge;  
Analyzes data, prepares statistical reports, completes State required Employment plan and other reports as required;

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Interviews candidates and makes recommendations for hiring new employees;  
Attends training seminars, forums, etc.  
Assists in obtaining contracts necessary to perform the requirements of the various programs;  
Assists in completion of grant applications for available funding necessary to carry out program requirements;  
Makes recommendations to upper management for necessary adjustments to staffing and workflow to maximize reimbursement;  
Provides consultation to agency staff of other units, community organizations and the general public regarding available services and limitations of such services;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Thorough knowledge of concepts related to the cultural, environmental, and personal factors influencing the economically disadvantaged, low income, or unemployed; thorough knowledge of applicable federal, state and local social services laws, rules, regulations and procedures as they relate to the area of assignment; thorough knowledge of agency's overall programs, policies and procedures; thorough knowledge of interviewing practices and techniques; thorough knowledge of modern principles of supervision; thorough knowledge of local occupational conditions, trends and resources; good knowledge of other laws and programs, such as worker's compensation, social Security, and unemployment insurance; ability to communicate and deal effectively with others; ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance; ability to prepare reports; good judgment; initiative; tact; judgment; leadership.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a social science, human services or closely related field, and three (3) years experience in the provision of social services programs or substantially similar work, one (1) year of which must have been in a supervisory capacity.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education, as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.