

## EMPLOYMENT AND TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a beginning level professional administrative position involving responsibility for coordinating, monitoring, planning and analyzing Employment and Training Program utilization and effectiveness. Duties include responsibility for developing training and placement opportunities with public or private employers and/or training institutions, in addition to monitoring implementation of the program. Work is performed under direct supervision of a higher level staff employee. Supervision may be exercised over the work of paraprofessional and clerical assistants. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Collects, compiles and interprets economic and demographic data to aid in program plan formation 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 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;

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;

Provides professional vocational instruction;

May make field visits to monitor program activities of agencies or businesses employing participants;

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 KNOWLEDGES, SKILLS, ABILITIES & 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 communicate effectively both orally and in writing; ability to establish effective working relationships with clients, private and government agency representatives, as well as labor group members; tact and courtesy; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree; or
- b) Associate's degree or completion of sixty (60) semester credit hours and two (2) years full-time experience in Employment Program development and analysis, personal counseling or placement, public or business administration, economics, labor relations or related field; or
- c) Graduation from high school or possession of a comparable diploma and four (4) years full-time experience in Employment Program development and analysis, personal counseling or placement, public or business administration, economics, labor relations or related field; or
- d) Six (6) years full-time experience in Employment Program development and analysis, personal counseling or placement, public or business administration, economics, labor relations or related field; or
- e) An equivalent combination of training and experience as described in a) through d), above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.

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.