

Jurisdictional Class: Competitive
Adopted: November 10, 1980
Revised: September 14, 2010

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 a local Employment and Training Agency. The work is performed under the general supervision of a higher level agency administrative official with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of lower-level professional, paraprofessional, and clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the collection, compilation, and interpretation of information and performance data utilized in the monitoring and evaluation of Employment Training Programs;
Oversees the development and final preparation of grant plans and grant modifications in accordance with Workforce Investment Act (WIA) rules and regulations;
Implements managerial control systems to ensure 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 training opportunities for agency program participants;
Coordinates and monitors the sub-grantee programs to ensure compliance with appropriate WIA rules and regulations;
Oversees and participates in the planning, negotiating, and developing of moderately complex contracts with public and private employers, as well as educational institutions employing and/or training 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;
Represents the agency in meetings with local, state, and/or federal representatives, as well as private industry representatives;
Completes all records and reports necessary for compliance with federal, state, and local rules, regulations, and policies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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.

Senior Employment and Training Coordinator

MINIMUM QUALIFICATIONS: 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 (1) year of 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 fields; or
- (b) Satisfactory completion of at least sixty (60) semester credit hours in a regionally accredited or New York State registered college or university with at least twelve (12) semester credit hours in any of the areas described in (a) above and three (3) years of experience as defined in (a) above; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (a) above; or
- (d) An equivalent combination of training and/or experience as defined by the limits of (a), (b), or (c) above.

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