

EMPLOYMENT AND TRAINING PROGRAM SPECIALIST SENIOR

KIND OF WORK

Advanced professional planning, operational or administrative employment and training program analysis work.

NATURE AND PURPOSE

Under limited supervision, an employee in this class is responsible for advanced work in a major component of employment and training programs. Employees are responsible for establishing project goals and objectives and for program planning, support and administration. Assignments are general in nature and allow latitude for program planning, development, and implementation. These employees may provide direction and guidance to Employment and Training Program Specialists. They provide technical assistance and training to regional development commission planners, staff, sub-grantees and others. Employees are involved in direct communication with federal and state agencies in the planning and operations of their components. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Monitors Department of Labor and other federal agencies' guidelines and regulations to ensure that programs are implemented in accordance with standards.

Plans, implements and evaluates specific employment and training programs in a lead capacity.

Provides specialized technical assistance to sub-grantees, and local units of government to effectively operate and administer programs.

Implements new federal programs by designing locally relevant program constructs, establishing working relationships with appropriate officials, formulating policy guidelines, and planning and budgeting the requisite resources to meet program designs.

Coordinates the program and develops written procedures, instructions and manuals detailing planning, operation or administration of an employment and training component.

Makes necessary recommendations to administrators to increase or maintain component effectiveness.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Employment and training programs and their regulations.

A specific employment and training component such as grant preparation, planning operation, etc.

State guidelines and federal employment and training legislation.

Departmental operating practices and procedures.

Skill in:

Ability to:

Consolidate the efforts of less experienced Employment and Training Program Specialists.

Establish and maintain effective communication with federal and state agencies as well as local units or government sub-grantees.

Negotiate and communicate to facilitate and convene meetings with interest groups representatives and sufficient human relations to represent the agency to public officials, advisory councils, and community groups.

Effectively communicate ideas orally and in written form.

Analyze and interpret program information and recommend necessary programmatic action.

Critically examine program costs, services and impacts and to recommend policy shifts, new program designs or management innovations.

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Former Title(s): Employment and Training
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