

WORKFORCE DEVELOPMENT SPECIALIST 3

KIND OF WORK

Professional or administrative specialized employment and placement program support work.

NATURE AND PURPOSE

Under limited supervision, employees in this class are responsible for one or more specialized Job Service programs or perform complex administrative staff support functions. Responsibility includes the development, implementation, monitoring and evaluation of specific employment and placement programs. Employees provide technical assistance to field operations staff and are responsible for coordinating the development and promulgation of rules and procedures. They have responsibility for determining resource levels and their appropriate allocation. Activities may require proposing legislation, entering into financial or contractual agreements with agencies or organizations that participate in the administration of specific programs, or lead work of other program professional employees. Direction is received from a higher-ranking Job Service supervisor with work review based on results achieved.

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

Monitors and evaluates area office operations so that services are provided in accordance with programmatic requirements.

Reviews and interprets federal and state statutes so that policies and procedures can be developed on the operational level.

Plans, implements and administers special employment and training programs so that the resources provided for placement, individual development, or income maintenance services can be effectively applied.

Ensures technical assistance is available to operations staff so that program execution is efficient, prompt, and meets the intent of the enabling legislation.

Negotiates contracts with other organizations so that creative participation among agencies can serve the economic needs of citizens.

Ensures the planning and execution of cost/operational efficiency studies so that programmatic services can be analyzed, assessed, and working alternatives developed as necessary.

Responds to inquiries and provides information on program systems so that staff and operations employees, as well as citizens and legislators, understand employment and placement activities.

Coordinates or conducts training for field and staff employees so that professional delivery systems are enhanced.

Prepares reports on program activities and makes recommendations to management; appears before legislative bodies, concerned citizen/employer groups or multi-agency organizations so that positive liaison relationships are developed and maintained in the public and private employer/consumer communities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Department programs and services offered to clients.

Federal and state laws relating to specific programs.

Program delivery systems.

Ability to:

Interpret laws and regulations and develop operational procedures.

Plan and organize programs or prepare funding proposals, program design or develop program-monitoring techniques.

Effectively communicate orally and in written form.

Establish and maintain working relationships with agency staff, state, federal, and local agencies.

Evaluate program operations, costs, and services sufficient to develop or recommend program or policy changes.

Est.: 7/81

Rev.:

Ckd.:

T.C.: 10/07

Former Title(s): Job Service Program Specialist 3