

ASSISTANT EMPLOYMENT AND TRAINING DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Performs difficult and complex administrative duties related to the Employment and Training Program development, coordination, and analysis. This is professional administrative position at the supervisory level involving the responsibility for overseeing and coordinating large segments of the local Employment and Training Programs for the Center for Workforce Development. Depending upon the staffing pattern, employees in this class may also act as second in command in the hierarchical structure in the agency assisting in overseeing the entire program. The work usually involves considerable contact with public officials, professional and non-professional employees in a specific unit or overall subordinate employees of the agency. The work is performed under the general direction of the Center for Workforce Development Director or the Commissioner of Community Resources. An incumbent in this position does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, implements, and evaluates the Employment and Training Programs for the Department,

coordinates operations with other public and/or private agencies to ensure comprehensive services to clients;

Interprets Federal, State and Local rules and regulations relating to the implementation of the

Comprehensive Employment and Training Act, and other laws as required;

Assists the Director in planning, conducting and overseeing a staff training and development program;

Plans, organizes, and supervises the work activities of all employment and training, and the Employment and Training Supervisor, in addition to other staff in the absence of the Director;

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Coordinates functions of assigned program staff to ensure that work experience, training, education and support services are delivered in the most efficient manner to maximize client potential;

May act for the Employment and Training Administrator during his/her absence;

Establishes and maintains liaison with representatives from private industry, non-profit organizations and governmental agencies to enlist their participation in Employment and Training Programs;

Assists the agency head in developing long-range plans to maintain continuous services for effective program development;

Coordinates Affirmative Action Programs with those of other agencies utilizing Federal Guidelines;

Ensures the proper operation of correct administrative policies related to formulation of procedures for reviewing, analyzing and evaluating agency systems and programs;

Prepares and interprets a wide variety of narrative and tabular records and reports necessary for control and operation of agency activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of labor and poverty economics and social science concepts related to poverty and employment; good knowledge of local occupational conditions and trends; good knowledge of concepts and methods used in the development and maintenance of information processing systems; ability to interpret complex narrative and tabular reports; ability to plan and supervise the work of others on moderately large scale; ability to establish and maintain effective working relationships with clients, private and governmental agencies' labor representatives; ability to express oneself both orally and in writing; ability to understand oral and written directions; and skill

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in organizing and analyzing information related to Employment and Training Programs.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Public or Business Administration, Industrial or Labor Relations, Economics, Political Science, Human Services, or a related field, and two (2) years of full-time experience, one (1) year of which must have been in a supervisory capacity, in either Job Training Development and Analysis, Personnel Counseling or Placement, Public or Business Administration, Economics or Labor Relations, or a related field; or
- (B) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered two-year college with at least 12 credit hours in any of the areas defined in (A) and four (4) years of experience as defined in (A) above, one (1) year of which must have been in a supervisory capacity; or
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) above, one (1) year of which must have been in a supervisory capacity; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 10/18/2024 (Edu)