

EMPLOYMENT AND TRAINING DATA MANAGEMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the effective management of information and data for programs offered through the County Center for Workforce Development Department, including the verification of eligibility determination and case file documentation standards. The position involves working closely with the Management Information Systems Personnel and assisting department staff in the use and routine maintenance of personal computer program applications, including word processing and spreadsheet programs as well as relational data base management system. Work is performed under general direction with leeway permitted for the exercise of independent judgment.

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.*

Establishes and maintains an office filing system using directories and files on a personal computer;

Reviews case files to determine that program rules, regulations, eligibility criteria and documentation standards have been applied properly;

Performs a variety of editing, formatting and other text production functions using a personal computer;

Organizes and tabulates information in spreadsheet format;

Creates, maintains and updates tables of data relating to the activities of the Center for Workforce Development Office;

Provides training and guidance to staff concerning the operation of computer software to insure the effective management of data and reporting requirements;

Analyzes and resolves problems with office machinery, including computer applications, printers,

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copiers and fax machines and directs problems to appropriate personnel, when necessary; Prepares a variety of records and reports for department use as well as for the New York State Department of Labor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the use, operation and routine identification of problems occurring with computer hardware and peripheral equipment; good knowledge of office operating procedures; good knowledge of standard office software applications, including word processing, spreadsheets and databases; good knowledge of rules, regulations, eligibility criteria and documentation standards for programs administered through the Center for Workforce Development Office; ability to collect, interpret and utilize data with computational and clerical accuracy; ability to communicate effectively with staff members as well as the public; and resourcefulness.

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 a Bachelor's Degree and one (1) year of experience in the operation of a personal computer using applications for word processing, spreadsheets and a relational data base; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's Degree in Data Processing or Computer Technology and three (3) years of experience as stated in (A) above; or
- (C) Five (5) years of experience as described in (A) above; or

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(D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

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Last Reviewed: 5/25/04

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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