

## **SENIOR EMPLOYMENT AND TRAINING SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for providing vocational guidance and related services to individuals participating in various aspects of a local Employment and Training program. Employees in this class assist program participants in formulating and modifying employability plans, which may include remedial education, work experience, specialized skill training and related supportive services. Duties also involve developing training and placement opportunities with public or private employers and/or training institutions and monitoring or evaluating the implementation of employment and training programs. Work is performed under general supervision of an Employment and Training Supervisor. Supervision may be exercised over staff assigned to a particular Employment and Training program.

**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.*

- Assists immediate Supervisor with oversight and implementation of training programs, including
  - planning programs and directing staff in program operations;
- Serves as a team leader over a small group of Employment and Training Specialists;
- Interviews clients to obtain and evaluate information related to prior work experience, education,
  - specific skills and other information to aid in formulating employability or training program;
- Assists clients in obtaining supportive services as needed;
- Provides information to clients regarding job opportunities, training or apprentice programs as well
  - as vocational education opportunities;
- Conducts field visits to home or work-site to assess client's progress;

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Establishes contact and maintains liaison with public and private employers;

May make recommendations on program and policy changes to immediate supervisor to improve services;

May carry out special projects in the area of developing employment opportunities;

May conduct orientation and/or information sessions with client groups regarding career opportunities in the community;

Prepares and maintains a variety of records and reports, including economic and demographic data, clients program records, employability plans, progress reports, etc.;

May provide coverage in the absence of other supervisors or specialists, as needed.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

TERISTICS: Good knowledge of the cultural, environmental and personal factors influencing the lives of persons who are economically disadvantaged, low income or unemployed; good knowledge of interviewing and counseling practices and procedures; good knowledge of the employment and training program objectives; good knowledge of principles, practices and techniques of social and demographic research and analysis; ability to collect, organize and interpret data and information relating to Employment and Training programs and projects; good knowledge of occupational information related to vocational guidance, training and placement; ability to establish and maintain effective working relationships with clients, private and governmental agencies and labor groups; and ability to understand, interpret and prepare written materials.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's Degree from a New York State or regionally accredited college or university and one (1) year of experience in a position involving the performance of human services activities for a client or student population; or
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as indicated in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

***SPECIAL REQUIREMENT:*** *Employees in this class will require access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner.*

**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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