

SENIOR EMPLOYMENT AND TRAINING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Performs difficult and complex administrative duties related to the Employment and Training Program development, coordination, and analysis. This is a 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 of staff training and development program;

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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;

Develops performance-related goals for direct reports and completes evaluations annually;

Implements and administers a variety of programs through County, State or vendor functions 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 Director 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;

Develops and recommends to Director long-range plans to maintain continuous services for effective program development;

Ensures staff compliance with required local and State trainings;

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

Prepares, interprets and analyzes a wide variety of reports and records for control and operation of agency activities.

FULL PERFORMANCE KNOWLEDGE, 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

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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 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, or Human Services, or a related field, and two (2) years of full-time experience in a supervisory capacity overseeing Job Training Development and Analysis, Personnel Counseling or Placement, 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, two (2) years 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, three (3) years of which must have been in a supervisory capacity; or

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- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

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Last Reviewed: January 1, 1996
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised in SC Personnel Classplan 11/21/19
Revised in Classplan: 10/6/2022
Revised and Replaced in Classplan: 7/25/2023