

EMPLOYMENT AND TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for performing a variety of professional tasks in an Employment and Training Agency. The work is done as a way to improve job skills of the unemployed, under-employed and economically disadvantaged agency clients, and to improve the total employment opportunities in the county. The incumbent is responsible for coordinating, monitoring, planning and analyzing the effectiveness and utilization of the Employment and Training Program and making recommendations on improvements. The work is carried out under the general supervision of a higher level employee with leeway allowed for the exercise of independent judgment and initiative in carrying out the details of the work. Supervision may be exercised over the work of Employment and Training Assistants and clerical personnel. 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.

Collects, compiles, and interprets economic and demographic data and utilizes the information as a means to monitor and evaluate the agency's programs;

Collects, organizes and interprets data and information relating to Employment and Training programs and projects;

Interviews clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal and social background to aid in formulating employability of training plans;

Provides one-on-one career counseling and case management services to individuals;

Maintains contact with educational, governmental and community agencies on various levels to provide information and to aid in the promotion of joint efforts in the referral, counseling and job placement of clients;

Matches job-ready participants with positions available in the public and/or private sector;

Distributes information to clients regarding job opportunities, training or other agency programs, including vocational training;

Refers clients to appropriate skill training courses and/or apprentice programs and vocational education to improve job skills and follows up to determine the success of such programs;

Remains current on changes to entry-level job skills requirements and new or changing technologies in business and industry;

Creates and maintains self-assessment tools, including individual goal-setting plans, employment readiness plans and post-employment skills;

Coordinates employer and agency efforts to analyze affirmative action and equal employment opportunity plans;

Assists participants in resume writing, demonstrates appropriate interview skills and follow-up interview skills with job seekers;

Attends on-the-job and special training sessions to familiarize oneself with current trends in employment;

Assists in community outreach work by establishing and maintaining contact with diverse groups through attending job fairs and other events otherwise enhancing awareness and publicity of the employment services and assistance offered;

Prepares a variety of records and reports;

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

May assist in the financial and non-financial monitoring of certain programs.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of social science concepts related to poverty and unemployment; good knowledge of the occupational conditions, trends and job development opportunities in the community; working knowledge of available community agencies and resources; working knowledge of the operation of an Employment and Training Program; working knowledge of current windows-based and web-based office software applications; ability to make realistic assessments of the employment capabilities of socially disadvantaged people; ability to establish and maintain effective working relationships with clients, private and governmental agencies and labor groups; ability to read and interpret moderately complex written materials; ability to express oneself orally, as well as in writing; good judgment; good organizational skills; initiative; patience; resourcefulness; tact; courtesy; honesty; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public or Business Administration, Industrial or Labor Relations, Economics, Political Science, Social Science, Human Services or a closely related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Public or Business Administration, Industrial or Labor Relations, Economics, Political Science, Social Science, Human Services or a closely related field and two (2) years of full-time or its' part-time equivalent, experience involving job development, personnel counseling or work placement in an Employment and Training,

Employment and Training Coordinator

Page 3

community action or similar agency dealing with the employment and training of unemployed, under-employed, economically disadvantaged or handicapped individuals; **OR**

- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time experience in the areas defined in B; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C.

Special Requirement: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation and by the Regulations of the Commissioner of Education, candidates for employment in school districts must obtain clearance for appointment from the State Education Department based upon fingerprinting and a criminal history background check.

ULSTER COUNTY
2940 E&T COORD
Classification: Competitive
2941 E&T CRD PT
Classification: Non-Competitive
Grade: 13
Union: CSEA

Adopted: November 26, 1979
Revised: November 14, 1980
Revised: July 28, 2005