

WORK FORCE DEVELOPMENT ASSESSOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for performing a variety of tasks in an Employment and Training Agency. Tasks may include, but are not limited to, information gathering, conducting initial interviews with and verifying the eligibility of participants. Under supervision, the incumbent may provide counseling, job development and the monitoring of sub-grantees. In addition, the incumbent may assist with financial functions for the Office of Employment and Training. The incumbent is required to apply acquired knowledges of Employment and Training regulations and principles to individual situations and is allowed an independence of judgment not permitted in clerical disciplines. The position is under the direct supervision of a professional Employment and Training employee. Supervision may be exercised over 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.

Reviews client applications and makes eligibility determinations;

Reviews and approves individual training (ITA) accounts for eligible clients;

Assists in the development of jobs and/or training opportunities for agency clients;

Under supervision, assists in the financial and non-financial monitoring of sub-agents;

Assists in the creation and submission of financial reports to funders (such as the NYS Department of Labor);

Provides resource referrals and instructs on the use of the resource room;

Assists in matching job ready participants with positions available in the public or private sector;

Interacts with and participates with similar agencies;

Acts as clients advocate;

May assist in the implementation, operation, and maintenance of an occupational assessment system;

Interviews clients and identifies skills or job readiness problems as well as the formulation of participant employability plans;

Provides information to clients regarding job opportunities, training, or other agency programs;

May be required to speak publicly about available agency programs;

Participates in formal training courses and attends on the job and special training sessions;

Studies appropriate materials related to the conduct of local Employment and Training Programs;

Prepares a variety of records and reports;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the operation of an Employment and Training Program; working knowledge of social science concepts related to poverty and unemployment; ability to collect, organize, and interpret data relating to Employment and Training programs and projects; ability to establish and maintain effective working relationships with clients, private and governmental agencies and labor groups; ability to develop jobs and provide services to clients; ability to prepare and complete a variety of records and reports; ability to express oneself both orally and in writing; ability to understand oral and written directions; initiative; patience; resourcefulness; honesty; tact; courtesy;.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an Associate's degree; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience, or it's part-time equivalent in educational assessment, job development planning or classroom teaching experience developing alternate education resources; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

Note: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Note: Your degree or college credits must have been awarded or earned 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
7895 WRK FRC AS
Classification: Competitive
7896 WFDA HLP
Classification: Non-Competitive
Grade: 12
Union: CSEA

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