

WORK FORCE DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing a variety of tasks in the Office of Employment and Training related to returning unemployed or underemployed clients to the work force. The employee is responsible for providing case management services for clients by conducting initial interviews, verifying the eligibility of participants in various training and employment opportunities, and improving their job search skills. The incumbent provides counseling, job development and subsequent monitoring of clients. The position is under the general supervision of a higher-level employee, with leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision is not normally a function of this class but may be exercised over subordinate Employment and Training staff. 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.

Interviews prospective clients to determine current transferable skills or job readiness problems;

Conducts career counseling with clients including skills assessment, career exploration, training opportunities and the benefit of developing job search, resume-writing and interviewing skills;

Formulates client employability plans by reviewing individual work histories, current skills and career goals;

Investigates training opportunities for clients to match them to available or potential jobs;

Reviews client applications and determines eligibility for Workforce Investment Act (WIA) job training programs;

Develops jobs for clients by matching job-ready participants with positions available in the public or private sector;

Assists in the monitoring of training programs to ensure that funds are allocated appropriately and that the mandated parameters of the programs are adhered to;

Provides resource referrals, helps individuals to write their resumes and instructs clients on the use of the One-Stop resource room;

Acts as client advocate by interacting with service agencies related to work force development issues, making referrals as necessary;

Maintains a database of clients in the process of providing effective case management;

Prepares a variety of records and reports;

Participates in formal training courses and attends on-the-job training sessions as necessary;

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

May represent OET and One-Stop agencies at various functions, job fairs and meetings by explaining available services;

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; working knowledge of the operation of an Employment and Training program; ability to seek out and develop jobs and/or training opportunities for agency clients; ability to collect, organize, and interpret data relating to Employment and Training programs and projects; ability to effectively interview clients and elicit information; ability to establish and maintain effective working relationships with clients, private and governmental agencies and labor groups; ability to express oneself clearly both orally and in writing; ability to understand oral and written directions; ability to prepare a variety of correspondence and reports; initiative; patience; resourcefulness; honesty; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's degree; **OR**
- B. Possession of an Associate's degree and two (2) years of full-time paid, or its part-time equivalent experience in educational assessment, job development planning or classroom teaching experience developing alternate education resources; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid, or its part-time equivalent experience in educational assessment, job development planning or classroom teaching experience developing alternate education resources; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C 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.

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ULSTER COUNTY
7898 WRK FRC CD
Classification: Competitive
Grade: 13
Union: CSEA

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