

EMPLOYMENT AND TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The duties of the position involve responsibility for developing training and placement opportunities with public or private employees and/or training institutions. In addition, the Employment and Training Coordinator may also monitor the implementation of an employment and training program. The position also includes responsibility for coordinating, monitoring, planning, and analyzing employment and training program utilization and effectiveness. The work is performed under direct supervision of a high-level staff employee. Supervision may be exercised over the work of para-professional and clerical assistants. The incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans, negotiates, and develops subcontracts with public or private employers, as well as educational institution employment and/or training participants; Develops realistic jobs for clients which do not present artificial barriers to employment; Monitors sub-grantee programs to ensure compliance with applicable codes and guidelines; May make field visits to monitor program activities of agencies employing program participants; Coordinates employer and agency efforts to analyze affirmative action and equal employment opportunity plans; Interviews and reviews participant applications, and evaluates eligibility requirements; Matches job-ready program clients with available jobs and makes employment interview referrals; Establishes and maintains contact with public and private employers; Completes narrative, as well as tabular records and reports necessary for compliance with Federal and State rules, regulations, and policies; Collects, compiles, and interprets economic and demographic data to aid in Program plan formulation, as well as information utilized in the monitoring and evaluation of employment and training programs; Assists in the development of and final preparation of grant plans and modifications; Participate in staff meetings and conferences designed to define clients' goals, address problems, and evaluate progress.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; Ability to collect, organize, and interpret information related to employment and training programs; Ability to read and interpret moderately complex written materials; Ability to seek out and develop jobs and/or training opportunities for agency clients; Ability to express oneself orally, as well as in writing; Ability to understand working relationships with clients, private, and government agency representatives, as well as labor group members; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a college or university with a bachelor's degree; OR
- B. Satisfactory completion of a minimum of 60 semester credit hours in a two-year college and two years of full-time experience in job or Employment Program development and analysis, personnel counseling or placement, public or business administration, economics or labor relations, or related field; OR
- C. Graduation from high school or possession of a high school equivalency diploma and four years of full-time experience in the areas defined in (B); OR
- D. Six years of full-time experience in the areas defined in (B); OR
- E. An equivalent combination of training and experience as defined by the limits of (A) through (D).

NOTE: Your degree 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 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

NOTE: Post high school educational training in the areas defined in (B) can be substituted for experience on a year-for-year basis. Individuals having neither a high school diploma nor a high school equivalency diploma must possess the full six years of required experience.

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