

WORKFORCE DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level professional administrative position involving responsibility for coordinating, monitoring, planning, and analyzing Workforce Development Program utilization and effectiveness. The duties of the position involve responsibility for developing training and placement opportunities with public or private employers and/or training institutions. In addition, the Workforce Development Coordinator may also monitor the implementation of the JTPA Program. The work is performed under direct supervision of a higher-level staff employee. Supervision may be exercised over the work of para-professional and clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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 Workforce Development Programs;

Assists in the development of, and final preparation of, grant plans and grant modifications; Plans, negotiates, and develops subcontracts with public or private employers, as well as, educational institution employment and/or training JTPA 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;

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

Reviews participant applications and evaluates eligibility requirements;

Matches job-ready program clients with available jobs and makes employment interview referrals;

Establishes contact, and maintains liaison, with public and private employers;

Completes narrative and tabular records and reports necessary for compliance with Federal and State rules, regulations, and policies;

May make field visits to monitor program activities of agencies employing JTPA participants.

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 Workforce Development 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 and in writing; ability to understand working relationships with clients, private and government agency representatives, and labor group members.

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) 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 described in (A) above, **AND** two (2) years of experience in job or training 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 (4) years of experience, as outlined in (B) above; **OR**
- (D) Six (6) years of experience, as outlined in (B) above; **OR**
- (E) An equivalent combination of training and experience, as defined by the limits of (A) through (D) above.

NOTE: Post high school educational training in the areas defined in (A) 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.

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

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.