

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Paraprofessional
Revised: 05/03/06

SUMMER YOUTH EMPLOYMENT MONITOR

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for the monitoring of the Summer Youth Employment Program (SYEP) in all phases to assure compliance with Federal and State regulations. Work is performed under the supervision of a higher-level administrative staff employee. Incumbents exercise independent judgment when supervisory assistance is not easily accessible. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Monitors work sites during time students are working to determine if contract is in compliance;
Visits work sites and interviews potential employers to determine if work sites comply with safety standards;
Discusses with potential employers, Federal regulations and compliance standards and resolves problems associated with past experiences;
Completes necessary forms and contracts;
Attends required in-service meetings;
Accumulates data on programs and prepares reports as required;
Completes incident reports and conducts follow-up evaluations as required;
Prepares a final evaluation and recommendations on the SYEP and its components.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation of seasonal projects; thorough knowledge of tools and equipment used in a semi-skilled environment for students; ability to analyze an unsafe situation and determine compliance with Federal and State regulations regarding safety; ability to get along with others and to secure their cooperation; ability to understand oral written directions; good judgment; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Successful completion of two (2) years of study at a regionally accredited or New York State registered college or university.

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

Adopted: 1980's
Revised: 05/03/06