

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 01/17/2020

SENIOR WORKFORCE DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional level administrative position with independent responsibility for carrying out moderately difficult administrative duties related to program coordination, monitoring analysis, and job development in the Workforce Development Program. This class differs from that of Workforce Development Coordinator, by the increased responsibilities and independence of action in carrying out details of the work. The work is performed under the general supervision of a higher-level agency administrative official. Direct supervision may be exercised over the work of Workforce Development Coordinators and Senior Workforce Development Counselors, as well as, clerical staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the work of lower level professional and non-professional agency staff;
Supervises the collection, compilation, and interpretation of information utilized in the monitoring and evaluation of employment training programs;
Implements managerial control systems to aid in compliance with Federal, State, and local rules, regulations and policies;
Coordinates agency efforts to develop realistic job and/or training opportunities for agency program participants;
Coordinates and monitors the sub-grantee programs to ensure compliance with appropriate WIA rules & regulations;
Plans, negotiates, and develops moderately complex subcontracts with public or private employers, as well as, educational institutions employing and/or training WIA participants;
Meets with general public to assist them with finding appropriate training and employment services;
Assists lower-level agency staff in the completion of more difficult and complex tasks;
Completes narrative and tabular records and reports necessary for compliance with Federal and State rules, regulations and policies;
May represent the agency staff in meetings with local, State, and/or Federal representatives, as well as, private industry representatives.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; good knowledge of the methods and techniques utilized in the development of job and/or training opportunities; good knowledge of the principles and practices of supervision; ability to read and interpret moderately complex written materials; ability to express oneself orally and in writing; ability to understand oral and written directions; skill in collecting, organizing, analyzing and interpreting narrative, as well as, tabular information; ability to establish and maintain effective working relationships with participants, private and governmental agencies, and labor groups.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in public or business administration, industrial or labor relations, economics, political science, social science, human services, or a closely related field, **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**
- (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 in public or business administration, industrial or labor relations, economics, political science, social science, human services, or a closely related field, **AND** four (4) 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.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

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

Title changed from "Senior Employment and Training Coordinator": 09/25/1996

Revised: 09/25/1996; 09/18/1997; 05/06/1999; 07/13/2009; 01/07/2016; 01/17/2020