

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Revised: 9/17/97
(title changed from Deputy E&T Dir. II)

DEPUTY WORKFORCE DEVELOPMENT DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position at the supervisory level, involving responsibility for overseeing and coordinating large segments of the programs of the Workforce Development Office. The work usually involves considerable contact with public officials, professionals and civic organizations and other interested social and community groups. The work is performed under the general direction of the Workforce Development Director II. Supervision is exercised over the work of professional and non-professional employees in the Workforce Development Office. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, implements, and evaluates the programs of the Workforce Development Office and coordinates agency operations with other public and/or private agencies to ensure comprehensive services to clients;

Interprets Federal, State, and local rules and regulations relating to the implementation of the JTPA programs;

Assists the Director in planning, conducting, and overseeing a staff training and development program;

Plans, organizes, and supervises the work activities of all subordinate professional and non-professional agency employees;

Coordinates functions of assigned program staff to ensure that work experience, training, education, and support services are delivered in the most efficient manner to maximize client potential;

Establishes and maintains liaison with representatives from private industry, non-profit organizations, and governmental agencies to enlist their participation in Workforce Development Programs;

Assists the Director in developing long-range plans to maintain continuous services for effective program development;

Coordinates Affirmative Action Programs with those of other agencies utilizing Federal guidelines;

Ensures the proper operation of correct administrative policies related to formulation of procedures for reviewing, analyzing and evaluating agency systems and programs;

Prepares and interprets a wide variety of narrative and tabular records and reports necessary for control and operation of agency activities;

May act for the Director during his/her absence.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; thorough knowledge of local occupational conditions and trends; good knowledge of concepts and methods used in the development and maintenance of management information systems; working knowledge of the legal environment of public administration; ability to plan and supervise the work of others; ability to establish and maintain an effective working relationship with agency clients, private and governmental agencies and labor groups; ability to prepare or supervise the preparation of moderately complex and detailed tabular and/or narrative reports; skill in analyzing and interpreting data and information related to the Workforce Development programs; ability to express oneself effectively, both orally and in writing; ability to understand oral and written directions.

MINIMUM QUALIFICATIONS: Either:

- (A) Master's Degree in business administration, public administration, industrial or labor relations, economics, political science, social science, human resources or a closely related field AND two (2) years of experience in public administration, human resources management, personnel counseling or placement, public or business administration, economics or labor relations; one (1) year of which must have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor Degree as described in (A) above, **AND** three (3) years of experience as described in (A) above; one (1) year of which must have been in a supervisory capacity; **OR**
- (C) Satisfactory completion of a minimum of 60 semester credit hours from a regionally accredited or NYS registered college, with at least 12 credit hours in any of the areas described in (A) above, **AND** five (5) years of experience as described in (A); one (1) year of which must have been in a supervisory capacity; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

NOTE: One year of supervisory experience is required. Post high school educational training in the areas defined in (A) can be substituted for non-supervisory experience on a year-for-year basis.