

EMPLOYMENT & TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for developing appropriate training and/or placement opportunities with public and private employers and/or training institutions. The incumbent plans, coordinates, monitors and analyzes employment & training program utilization and effectiveness. The work requires considerable contact with program participants as well as with schools, community groups, business professionals, civic and other organizations. Work is performed under the general supervision of a higher level administrative employee with leeway allowed for the exercise of independent judgment. Supervision may be exercised over the work of clerical and para-professional assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs and coordinates various employment and/or training programs for aiding participants seeking employment;

Interviews program participants to determine appropriate employment plan to maximize client potential;

Formulates employability plans to include prior work experience, educational skills or needs, training programs, certification programs for trade work or other areas of interest;

Assists employers in posting job orders and provides information regarding program incentives;

Establishes and maintains contact with other public and private employers to coordinate their needs with participants interests and/or skills and abilities;

Acts as a liaison with agencies, schools, private industry and non-profit organizations to enlist their participation in employment development and training planning programs;

Acts as a liaison between employees and program participants;

Negotiates contracts with employers for On the Job Training and Customized Training in accordance with Federal, State, and local laws, as well as departmental procedures;

Monitors On the Job Training participants attendance and training progress to ensure compliance with contract requirements;

Processes and authorizes claims for payment in accordance with terms of negotiated contract;

Assists the department supervisor in formulating plans to maintain continuous services for program development;

Collects, interprets and maintains information and prepares various reports as it pertains to program effectiveness;

Conducts workshops for agency clients to outline the rules and

regulations associated with the various employment programs and to provide guidance on creating employer interest in participation;

Prepares brochures and mailings explaining business service offerings and benefits of employment programs;

Oversees review of participants' applications and evaluations of eligibility requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local occupational conditions and trends;

Good knowledge of requirements needed to perform different occupations, trades and skilled work;

Good knowledge of interviewing techniques;

Good knowledge of available educational and training resources;

Ability to evaluate vocational interests and aptitudes;

Ability to seek out and develop jobs and/or training opportunities for agency clients;

Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively both orally and in writing;

Ability to collect, organize, interpret and maintain information as it relates to employment & training programs;

Ability to prepare various reports.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in behavioral science, human services, labor relations, public or business administration, economics or closely related field; OR

B) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York university with at least 12 credit hours in the areas of behavioral science, human services, labor relations, public or business administration, economics or closely related field and two years of experience in personnel or employment counseling, job development, job placement, labor relations, public or business administration, or economics; OR

C) Any equivalent combination of training and experience as defined by the limits of A) and B) above.