



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: Senior Employment & Training Specialist
Jurisdictional Class: Competitive
Civil Division: Employment & Training
Adoption: CSM 11/26/19
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This professional position includes responsibility for overseeing and coordinating numerous vocational program activities of the Cayuga County Employment & Training Department. This position differs from Employment & Training Specialist in that it is a coordinator position involving the planning, coordinating, monitoring, analyzing, and reporting of segments of numerous employment and training programs. The incumbent is responsible for developing comprehensive programs, overseeing activities to meet goals, and implementing a variety of program components. Although this work is performed under direct supervision, the incumbent is expected to exercise independent judgment. The incumbent does related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates and leads efforts to develop opportunities for employers and employees;
Monitors programs to ensure contract compliance, goals and objectives are achieved;
Recommends program, policy, and procedural changes to improve services;
Develops and writes policies and procedures for program implementation;
Trains and provides assistance to team members and partners on programs, policies, and procedures;
Coordinates workforce development events and outreach;
Performs the planning, negotiating, and development of training and placement programs;
Oversees the placement of clients in training or job positions;
Participates in team meetings to keep program staff apprised of goals or new developments;
Makes periodic monitoring visits to employer or training sites;
Evaluates programs for cost effectiveness and to ensure enrollment and expenditures meet goals;
Prepares and completes a variety of tabular records and reports necessary for reporting and compliance;
Plans and prepares grant applications and modifications;
Participates in strategic planning, marketing, professional development, and other activities;
Maintains professional relationships with civic, public, and government leaders, as well as social service, community agencies, and businesses;
May represent the department in meetings with local, State, and/or Federal representatives, as well as private industry representatives;
Meets with clients to assess, advise, and review applications for programs;
Aids clients in obtaining support services as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

- Working knowledge of local, State, and Federal Employment & Training laws, rules, regulations, and ability to apply the knowledge in performance of duties;
- Working knowledge of the social, economic, and labor market conditions as they relate to employment and training programs;
- Working knowledge of employment and training best practices for programs, policies, and procedures;
- Working knowledge of current trends in workforce development;
- Working knowledge of occupational information related to vocational guidance, training, and placement;
- Working knowledge of sources of job placement and vocational training;
- Working knowledge of community resources which exist to provide needed services;
- Working knowledge of cultural, environmental, and personal factors influencing lives of persons who are economically disadvantaged, low income, or unemployed;
- Working knowledge of principles, practices, and techniques of social and demographic research and analysis;
- Working knowledge of basic counseling skills and techniques;
- Ability to collect, organize, and interpret information related to employment and training programs;
- Ability to communicate Employment & Training goals and services to individuals and groups;
- Ability to present the philosophy and goals of the agency to employers and others;
- Ability to work as a team member in solving problems and improving service delivery;
- Ability to establish and maintain effective interpersonal relationships;
- Ability to communicate effectively orally and in writing;
- Ability to prepare records and reports;
- Ability to work with clients in a variety of counseling and vocational guidance;
- Ability to evaluate client vocational interests and aptitudes;
- Ability to exercise tact, patience, and discretion in communicating and dealing with persons with a variety of ethnic, social, and educational backgrounds;
- Ability to develop and maintain effective working relations with the public and other governmental and private agencies.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in public administration, economics, a social science, communications, or a closely related field and three (3) years of experience as a counselor, caseworker, employment interviewer, job analyst, or in another closely related position; **OR**
- B. Graduation from a regionally accredited NYS registered college or university with an associate's degree and five (5) years of the above noted experience; **OR**
- C. An equivalent combination of training and experience as defined by the limits of "A" or "B," above.

SPECIAL REQUIREMENT(S):

Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the position.