

EMPLOYMENT AND TRAINING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is professional work involving responsibility for training and counseling job seekers for the purpose of increasing their employability skills and to evaluate them on the work-site. Duties include contacting prospective employers and other potential work sites to place job-seekers, providing formal and informal training as needed to worksite supervisors to facilitate their supervision of adults placed in employment and working with instructors and counseling staff to plan work experiences during occupational training. Work is performed under the supervision of an administrative position. Supervision may be exercised over lower-level employees.

TYPICAL WORK ACTIVITIES:

1. Assists teacher, counselor, or job placement coordinator in the development of Employability Profile for the job site supervisor;
2. Implements the Employability Plan for specific steps of jobs and provides reinforcement for performance of job steps;
3. Performs assessment of work quality and quantity according to procedures and criteria established in the Employability Profile;
4. Provides job counseling regarding good work habits, job- seeking skills, and other labor market information;
5. Provides written reports on employee's job performance and work related skills;
6. Provides feedback of employee progress to job developer/job placement personnel and referral agencies;
7. Sets up meetings to see worksites, establish relationships with personnel departments and supervisors;
8. Maintains a database of all job-seeking and placement activities as required by grant and for other reports;
9. Oversees records and statistics reported by assistant;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of occupational conditions and trends; good knowledge of the theory, problems and goals of job development and administration; ability to plan, direct and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain an effective working relationship with clients, public and private agencies and employers; ability to prepare reports; ability to organize work effectively; resourcefulness; initiative; tact; and courtesy; physical condition commensurate with the demands of the position.

EMPLOYMENT AND TRAINING SPECIALIST (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Education, or a related field and three (3) years of full-time paid work experience involving extensive public contact;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Education, or a related field and five (5) years of full-time paid work experience as described in (A) above;
- OR: (C) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in Education or a related field and seven (7) years of full-time paid work experience as described in (A) above;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B), and (C) above.

HU9201

ADOPTED: 08/14/92

REVISED: 09/30/93

11/18/93