

WORKFORCE DEVELOPMENT DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: Directs the planning, coordination, and administration of a wide variety of local Workforce Development Program operations in a medium-sized Prime Sponsor or Balance of State Agency. This is an important administrative position involving the responsibility for developing, directing, and implementing a comprehensive local Workforce Development Program. Direction over the Program involves relating applicable fiscal, economic, and technical information to program plans in order to upgrade and improve job skills of unemployed, under-employed, and economically disadvantaged agency clients, and to improve the total employment opportunities of the municipality. The duties of the position involve the coordination of a variety of program activities to maximize program success and efficiency. The Workforce Development Director II is also responsible for organizing and directing the operation of an independent monitoring unit, in accordance with the mandates of the JTPA rules and regulations. The work in Oneida County is performed under the administrative direction of the County Executive, with wide leeway allowed for the exercise of independent judgement in obtaining objectives. Administrative supervision is exercised over the work of all agency employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees, coordinates, and directs the planning, development, and implementation of the Job Training Partnership Act (JTPA) Program for the municipality;

Oversees and directs the preparation and execution of contracts with private industry, training, or educational institutions, and Federal, State, and local governments relative to the local Workforce Development Program;

Plans, oversees, and supervises the development of procedures for reviewing, analyzing, and evaluating various component segments of the municipality's Workforce Development Program;

Provides technical interpretations and assistance to the Chief Elected Official and the Workforce Development Advisory Council regarding Federal, State, and local rules and regulations governing the Agency's Program;

Establishes and interprets policies and procedures for all Workforce Development projects and components undertaken by the Agency;

Establishes and maintains liaison with representatives of government agencies, private industry, labor and non-profit organizations in order to facilitate understanding, acceptance, and/or participation in Workforce Development Agency activities;

Oversees and directs assessment of the impact of technological change in industry, specific occupational skills, and/or job requirements to determine the potential impact on the employment needs of the community, and to facilitate the implementation of changes or additions to Agency training programs;

Reviews the results of economic or demographic studies and analyses of the labor force to determine occupations which would provide maximum employment opportunities for agency clients;

Recommends Workforce Development policies and programs to the Chief Elected Official;

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TYPICAL WORK ACTIVITIES(cont'd):

Keeps abreast of Federal, State, and local policies, rules, and regulations and changes affecting the Agency's programs;
Oversees and directs the formulation of implementation of an Workforce Development Program information reporting and monitoring system;
Directs the development of methods and procedures necessary for monitoring, analyzing, and evaluating program effectiveness and success;
Oversees the planning and preparation of special studies and reports on Workforce Development trends and problems;
Speaks to various groups in the community about the goals and objectives of the Workforce Development Agency, and generally disseminates information to the public with bulletins, news releases, and contact with the media.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive 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 government 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 Agency 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 related field **AND** two (2) years of supervisory experience in public administration, human resources management, personnel counseling or placement, public or business administration, economics or labor relations; **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 in public administration, human resources management, personnel counseling or placement, public or business administration, economics or labor relations; two (2) years of which must have been in a supervisory capacity; **OR**
- (C) Satisfactory completion of a minimum of sixty (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); two (2) years 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: Two years 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.