

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 09/14/12

WORKFORCE DEVELOPMENT SPECIAL PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Workforce Development Office, and involves responsibility to coordinate special projects under the Workforce Investment Act (WIA). An employee in this class is responsible to provide direction of special job training programs, to upgrade and improve job skills of dislocated, unemployed, underemployed and other clientele to improve their employability. Assists the Workforce Development Director II and the Job Development and Placement Manager with day-to-day office operations, relative to supervising and programmatic policies, as they pertain to the special project which the individual is assigned. Performs administrative duties relating to program coordination, oversight and analysis. The work is performed under administrative direction of the Workforce Development Director II and the Job Development and Placement Manager, with leeway allowed for the exercise of independent judgment in carrying out the objectives of the program. Supervision is exercised over the work of employees assigned to the designated project. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains liaison with private sector industries, educational agencies, and various economic development agencies to arrange for appropriate on-the-job training and employment of clientele;

Oversees coordination, re-training and direction of the planning and budgeting of seminars and programs to provide basic readjustment services to eligible customers;

Supervises unit personnel concerning program services, job development, follow-up, contract writing, monthly reports, monitoring, and problem resolution;

Reviews proposals and program amendments for content and conformance with policy, regulations and operating procedures;

Serves on committees within the agency, and other agencies, in order to assist in planning implementation and review of the WIA programs;

Networks with community agencies (i.e. ACCESS-VR, DSS, NYS Employment, SSA, colleges and vocational schools) to assist clients in obtaining benefits;

Keeps abreast of vocational, educational programs and employment trends;

Designs goals and objectives for agency vocational/education services;

Reviews reports of WIA programs to provide for maximum utilization;

Issues progress reports on the WIA program to supervisors;

Prepares a wide variety of records and reports related to the work.

continued...

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, procurement, and maintenance of job training systems; working knowledge of the legal environment of public administration, especially Federally-funded programs; ability to establish and maintain an effective working relationship with subordinate staff as a team, clients, private and governmental agencies, and labor groups; ability to prepare or supervise the preparation of moderately complex and detailed records and reports; skill in analyzing and interpreting data and information related to job training 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** one (1) year 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's Degree as described in (A) above, **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**
- (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** four (4) years of experience as described in (A); one (1) year of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted as: "Employment and Training Special Project Coordinator": 06/24/94
Revised: 09/24/96

Title change to: "Workforce Development Special Project Coordinator": 09/18/97
Revised: 09/14/12