

GENESEE COUNTY

SENIOR EMPLOYMENT AND TRAINING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Performs moderately difficult and complex administrative duties relating to program development, monitoring and coordination. This class differs from that of Employment and Training Coordinators by the increased responsibilities and independence of action in carrying out details of the work. The work is performed under the supervision of the Employment and Training Director WIB Manager or his/her designee. Supervision may be exercised over the work of lower lever employees. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Monitors and analyzes the performance of different programs and services operated directly or subcontracted by the Genesee County Job Development Bureau or GLOW Workforce Investment Board. Provides the Director/Manager or his/her designee with the findings and areas which may be in need of corrective action;

Monitors and analyzes the four County actual expenditures as compared to their planned budget and the actual clients served as compared to plan. Provides the Directors with the findings and the areas which may be in need of corrective action;

Once the problem areas for Genesee County and the four County Workforce Investment Area have been confirmed and corrective action established by the Director/Manager, the Senior Coordinator shall do follow-up monitoring on this area to determine if corrective action was complied with. The follow-up report shall be provided to the Manager for review and action. At times, delegates work and may take corrective action as needed;

Oversees the Genesee County and four County Participant Tracking Systems, monitors same for compliance. Provides the Director/Manager with the monitoring reports and the need for corrective action. Issues quarterly listings of clients for whom counties must provide 100% verification;

Assists the Director/Manager in the development of the four County Workforce Investment Area Plan;

Performs reviews of client applications and MIS paperwork to assure accuracy and consistency;

Assists the Director/Manager in securing proposals from service providers. Reviews the proposal for consistency with Workforce Investment Area goals and guidelines. Checks for cost effectiveness. Makes recommendations to the Director/Manager for funding;

Assists the Director/Manager in the development of contract for services between the Workforce Investment Area and the Service Providers. Negotiates contract conditions with the service providers;

Responsible for the initial review of the Workforce Investment Plan submitted to the State for Genesee, Livingston, Orleans, and Wyoming Counties. Checks the plans for accuracy and consistency with State and Federal requirements. Submits the Plans to the Director/Manager for final review and approval. Provides the Director/Manager with the areas which were found in need of corrective action;

CONTINUED.....

SENIOR EMPLOYMENT AND TRAINING COORDINATOR

Page 2

TYPICAL WORK ACTIVITIES, Cont'd:

Assist the Director/Manager in the research of questions regarding local, state and federal law, policy or rules and regulations.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of principles, practices and techniques of administrative, social and demographic research and analysis; good knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; good knowledge of occupational conditions and trends; good knowledge of concepts and methods used in development and maintenance of information processing systems; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with clients, private and governmental agencies and labor groups; skill in collecting, organizing, analyzing and interpreting data and information related to Employment and Training programs and problems; ability to express oneself effectively both orally and in writing; ability to understand oral and written directions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

CONTINUED.....

SENIOR EMPLOYMENT & TRAINING COORDINATOR

Page 3

MINIMUM QUALIFICATIONS: EITHER:

- A. Possession of a Bachelor's Degree or higher in public or business administration, social science, human services or resources or related fields, AND one year of full-time, paid experience in the administration of Employment and Training Programs, public administration, economic or labor or industrial relations or related field;
- OR:**
- B. Satisfactory completion of at least 60 semester credit hours in a regionally accredited or New York State registered college or university AND four years of full-time paid experience described in (A) above;
- OR:**
- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND any equivalent combination of training and experience indicating the ability to perform the duties of the job.

NOTE: A Master's Degree in public or business administration, social science, or related field received from a regionally accredited or New York State registered college or university may be substituted for above required experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 2/29/87

Revised 12/16/02, 9/11/25