

**CLASS TITLE: APPRENTICESHIP TRAINING COORDINATOR**

**Class Code: 02738200**  
**Pay Grade: 24A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Department of Labor, to act as coordinator between the State Apprenticeship Council, and employers, labor unions and industrial organizations for the purpose of promoting and maintaining effective statewide apprenticeship training programs for various occupations in widely diversified trades; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Deputy Director, Department of Labor from whom general assignments are received with considerable latitude for the exercise of independent judgement in carrying out assignments; work is reviewed for results obtained and for conformance with established policies and standards.

**SUPERVISION EXERCISED:** Exercises functional supervision over the work of tradesmen who have been designated by an employer to assist him in the establishment of an apprenticeship training program.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the Department of Labor, to act as coordinator for the State Apprenticeship Council, to employers, labor unions, and industrial organizations for the purpose of promoting and maintaining effective statewide apprenticeship training programs, for various occupations in widely diversified trades and industries.

To provide advice and assistance in analyzing and evaluating apprenticeship training needs; to provide advice and assistance in the adoption and maintenance of acceptable apprenticeship training standards including provisions such as: length of apprenticeship; word processes to be included, length of training time for each process; probationary period; nature and length of classroom instruction and such other provisions as may be required.

To review, periodically, ongoing apprenticeship training programs to assure they conform with the standards established by the State Apprenticeship Council; to recommend to the parties concerned any needed improvement in the conduct of such programs to meet such standards.

To confer with employers, and as required with union officials, in the establishment of special apprenticeship training programs in areas where there exists a critical shortage of skilled workers.

To act in a liaison capacity to the State Employment Service, private industry employment representatives, trade instructors in technical schools, and other interested parties concerned with recruitment, training, selection, testing and evaluation of apprentices.

To prepare and submit to a superior reports relating to the above or other activities, relating to overall State Apprenticeship Council programs.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the provisions of federal and state laws relating to apprenticeship training; a working knowledge of the methods and techniques commonly applied in the promotion and maintenance of effective statewide apprenticeship training programs in the several trades; a working knowledge of the requirements of occupations in such trades conducive to apprenticeship training; the ability to analyze and evaluate apprenticeship training needs and to apply the necessary knowledge in the promotion and maintenance of effective apprenticeship training programs to meet such needs; the ability to meet with representatives of federal and state governments

and of labor and management to assure such programs conform to the standards of the State Apprenticeship Council; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible position in public relations or promotional work with an industrial concern, a labor or management organization, or governmental agency, involving contacts with labor and management.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 21, 1986

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