

**CLASS TITLE: ASSISTANT COORDINATOR  
OF EMPLOYMENT AND  
TRAINING PROGRAMS**

**Class Code: 02588500  
Pay Grade: 29A  
EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist in the coordination of statewide special purpose employment and training programs; to plan, develop, implement and evaluate specific employment service programs; and to do related work as required.

**SUPERVISION RECEIVED:** Works under general supervision with some latitude to exercise independent judgement; work is reviewed upon completion to ensure compliance with instructions and established policies and procedures.

**SUPERVISION EXERCISED:** As required, may plan, assign and review the work of technical and clerical support staff; exercises functional supervision of specified employment and training programs.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To review program letters and related information from the federal government to determine the effects of federal mandates on local operations.

To assist in the dissemination of instructions, procedures and information pertinent to specific employment service programs such as: employer services; Job Training Partnership Act (JTPA) and counseling; services to the handicapped, veterans, minorities, economically disadvantaged, rural residents, migrant and seasonal farm workers, youth, and older workers; The National Job Bank; occupational analysis; industrial services or other programs designed to place people in jobs or training programs.

To liaison between data processing and local employment service offices incorporating the use of computer systems in the day-to-day functions of local offices; to implement and supervise the installation and operation of on-line computer systems in local employment service offices.

To liaison between United States Department of Labor (USDOL) field service representatives and local offices for the purpose of securing data, validating reports and making studies to be used by management for monitoring and evaluating the effectiveness of various employment service programs.

To assist in the development and conduct of training programs to insure staff is knowledgeable of new methods and procedures applied to the provision of employment and training services.

As assigned, to prepare informational and instructional manuals and other materials for use in the administration of special employment service programs statewide.

To provide technical advice to staff engaged in the administration of special purpose programs in local offices and/or other locations.

To review local employment service records with the intent to monitor and evaluate adherence to laws and policies.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the Department's employment and training programs; a working knowledge of methods, procedures and techniques applied to the delivery of employment and training services such as employment testing and advising, occupational training, job analysis, farm and migrant worker placement, and special services to minorities, women, youth, veterans, older workers and other identified groups; a working knowledge of computer

systems and applications; skill in writing management reports and procedural manuals; the ability to plan, develop and implement procedures to govern staff activity; ability to assess program effectiveness through the analysis of a variety of data; the ability to conduct brief training programs; the ability to assess and make recommendations for improvements of methods, procedures and techniques for effective utilization of personnel; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a specialization in business, public or personnel management, or a closely related field; and

Experience: Such as may have been gained through: employment in a position which has provided specialized knowledge of employment and training programs, staff training, service program development, and office computer systems;

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

Class Revised: August 25, 1991

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