

**CLASS TITLE:**

**ASSISTANT DIRECTOR  
FOR FIELD OPERATIONS  
(DLT)**

**Class Code: 02588900**

**Pay Grade: 39A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To manage and direct the implementation of programs and policies within the local office structure; to be responsible for the coordination and review of activities as they relate to operations of the field offices and the Regional Employment Resource Center; to do related work as required.

**SUPERVISION RECEIVED:** Works under administrative direction with considerable latitude to exercise initiative and independent judgement; work is subject to review through meetings and reports to ensure compliance with established policies, laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates and evaluates the activities of professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the planning, organization and direction of the work of staff engaged in implementing programs and activities within the field offices and Regional Employment Resource Centers.

To be responsible for ensuring that performance standards established by federal regulations, the Department of Labor and Training, and the Workforce 2000 Council are implemented and met.

To develop strategies and procedures for the integration of new programs within the division.

To be responsible for the preparation of plans to carry out programs in compliance with federal regulations and the Workforce 2000 Council/State Job Training Coordinating Council.

To evaluate programs and procedures; to assess their effectiveness and efficiency in attaining established goals and objectives; to refine operations where appropriate.

To coordinate staff scheduling and training as required in program areas.

To represent the Deputy or Associate Director at meetings to formulate policies, procedures and plans.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the practices and policies of the Department of Labor and Training; a thorough knowledge of the programs and laws administered by the U.S. Department of Labor's Employment and Training Administration; a thorough knowledge of the Wagner-Peyser Job Training Partnership and Employment Security Acts and other acts relating to the training and employment of Rhode Island's workforce; the ability to coordinate divisional programs with programs administered by other governmental agencies; the ability to develop strategies and procedures to implement new programs; the ability to work with other public/private sector entities in developing a comprehensive employment and training system; the ability to prepare written reports; the ability to recommend improvements in methods, procedures and techniques for the 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 degree in business or public administration or a closely related field; and

Experience: Such as may have been gained through: considerable experience in an administrative position responsible for unemployment insurance or employment and training systems including the planning, development and coordination of programs.

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

Class Created: August 25, 1991

Editorial Review: 3/15/03