

CLASS TITLE: CHIEF OF LABOR AND TRAINING OPERATIONS

Class Code: 02588600
Pay Grade: 34A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the implementation of programs and activities to ensure the provision of labor and training services in field offices of the Department of Labor and Training; and to do related work as required.

SUPERVISION RECEIVED: Works under general supervision with considerable latitude to exercise initiative and independent judgement; work is reviewed through conferences and submitted reports for compliance with established policies, laws, rules, and regulations.

SUPERVISION EXERCISED: Plans, coordinates and reviews the work of professional, technical and clerical subordinates as required on a project-by-projects basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide general supervision of personnel engaged in unemployment insurance and labor and employment activities in local offices.

To provide direct supervision to managers and assist in the allocation of local office staffs.

To implement plans and programs that are within the jurisdiction of the local office system.

To assist in the development and/or adaptation of local office procedures in accordance with federal and state policies, regulations and laws.

To implement performance standards in local offices.

To assist in the development of local office plans for implementing employment, training, and unemployment services.

To insure that local office staff are properly trained in procedures, policies, and regulations as they related to programs administered through the Employment Security Act, Wagner-Peyser Act, Job Training Partnership Acts and other programs and services provided by local labor and training offices.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and policies of the Department of Labor and Training; a thorough knowledge of programs and federal legislation administered by the U.S. Department of Labor's Employment and Training Administration or a thorough knowledge of state and federal laws relating to labor, private and public employment; a working knowledge of the principles and practices of personnel management; the ability to interpret and apply the provision of the Employment Security Act or State Labor Laws, the Wagner-Peyser Act or the Job Training Partnership Act as related to unemployment insurance, training and employment programs; the ability to evaluate program operations, methods, procedures and personnel performance; the ability to plan, organize, and review the work of subordinates; the ability to establish and maintain effective working relationships with field office staff, representatives of federal and state agencies, labor organizations, and Regional Employment and Training Boards; 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, public, or personnel management, or a closely related field; and

Experience: Such as may have gained through: considerable experience in a position responsible for the management and supervision of labor and training, employee insurance, and closely related programs in a public or private organization.

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

Class Revised: March 28, 1999

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