

**CLASS TITLE: EMPLOYMENT AND TRAINING
MONITORING AND EVALUATION
SPECIALIST**

Class Code: 02589100

Pay Grade: 24A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Works within the Department of Labor and Training to monitor and evaluate JTPA and other federal and state training programs, contracts and management systems to insure compliance with federal and state laws, rules and regulations; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude to exercise independent judgement and initiative. Work is reviewed upon completion to insure adherence to desired objectives and for results obtained.

SUPERVISION EXERCISED: As required, may supervise the work of technical and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct desk reviews and on-site reviews of SDA and other state and federal program operators' financial and program management systems.

To monitor program performance of SDA and other State and Federal program operators through analysis of financial and programmatic reporting data.

To review procurement systems and property management systems of SDAs and other state and federal program operators.

To analyze contracting procedures of the SDAs to determine compliance with federal law and policies.

To validate and analyze data contained in reports submitted by the SDAs and other state and federal program operators.

To provide technical assistance to staff of the SDAs.

To review cash management practices of the SDAs and other state and federal program operators.

To participate in USDOL compliance reviews and to respond to requests for information and surveys.

To perform other technical and administrative duties as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of JTPA law and regulations. The ability to interpret and monitor the law and to write reports. Good interpersonal skills, and good written and verbal communication skills.

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 public agency which has provided training programs to economically disadvantaged individuals or employment with private enterprise in which programs are evaluated and cash management practices are monitored.

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

Class Created: January 12, 1992

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