

**CLASS TITLE: LABOR AND TRAINING ADMINISTRATOR**

**Class Code: 02649500**  
**Pay Grade: 38A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Labor and Training responsible for administrative and operational oversight of a major work unit/program (including responsibility for all aspects of a statewide or department-wide program area); as assigned, to analyze, evaluate, design and recommend improvements to individual programs and functions, and to provide necessary services to improve their effectiveness, efficiency and progress in meeting stated goals and objectives; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direct supervision of an Associate Director or an Assistant Director with considerable latitude to exercise initiative and independent judgement; work is subject to review through meetings and reports to ensure conformance to directives, rules, laws and the compliance to the mission of the unit/program.

**SUPERVISION EXERCISED:** Plans, organizes and coordinates the work of professional, technical and clerical staff as required by particular major programs.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Labor and Training, to be responsible for administrative and operational oversight of a major work unit/program (including responsibility for all aspects of a statewide or department-wide program area); as assigned, to implement extensive regulatory programs and functions; to analyze, evaluate, design and recommend improvements to individual programs and functions, and to provide necessary services to improve their effectiveness, efficiency and progress in meeting stated goals and objectives.

To provide specific supervision to personnel engaged in major customer service or regulatory functions at the Department of Labor and Training.

To develop and maintain a comprehensive program plan providing desired results for a major work unit/program within the Department of Labor and training.

To oversee the implementation of customer service or regulatory programs and to make changes or adjustments in those programs as warranted for compliance to the unit mission/program.

To oversee proper training for staff in customer service delivery and promotion, or in regulatory functions.

To ensure that staff complies with procedures, policies and regulations as they relate to programs administered through federal and state statutes and other programs and services provided by the Department of Labor and Training

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, such as a thorough knowledge of the Wagner-Peyser Act, Job Training Partnership Act and other programs relating to the training and employment of Rhode Island's Workforce; a thorough knowledge of programs and federal legislation administered by the Department of Labor's Employment and Training Administration; a thorough knowledge of Rhode Island laws and regulations applicable to occupational safety and health codes; a thorough knowledge of safety engineering theory and practice; a thorough knowledge of the principles and objectives of industrial

safety; a thorough knowledge of the laws governing licensing procedures of the State Board of Examiners of Electricians, Bureau of Pipefitters and Refrigeration Technicians, Fire Protection Sprinklefitters, Apprenticeship Council, Building Contractors Registration Board and the State Board of Hoisting Engineers; the ability to coordinate programs; the ability to plan and develop strategies; the ability to work effectively with interested individuals, groups and organizations; the ability to assess the success of programs and adjust them to suit department objectives; 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 or Public Administration, Communication, Marketing or a closely related field; and

Experience: Such as may have been gained through: considerable supervisory experience in a position responsible for labor and training programs, including the planning, development and promotion of such programs.

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

Class Revised: November 19, 2000

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