

**CLASS TITLE: PRINCIPAL EMPLOYMENT AND
 TRAINING INTERVIEWER**

**Class Code: 02792400
Pay Grade: 23A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide employment counseling to clients experiencing difficulty with vocational change, choice or adjustment; to provide clients with assistance in formulating vocational goals and/or plans directed toward employment or training; to administer, score and interpret agency tests during the vocational counseling process; to assist a hearing officer in resolving the more complex unemployment insurance and temporary disability insurance disputed claims; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision; work is reviewed upon completion to ensure conformance with regulations, policies, procedures, and standards.

SUPERVISION EXERCISED: Trains, guides and/or directs other technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide employment counseling to clients requiring professional assistance with employment or training-related problems or concerns.

To provide advice and make recommendations to assist clients in overcoming a variety of barriers to employment.

To assist a hearing officer in resolving the more complex disputed claims regarding eligibility for unemployment insurance and temporary disability insurance.

To conduct workshops to provide exploratory guidance to applicants in the area of vocational employment and training.

To participate in special interviews and investigations for the purpose of resolving complex issues relating to appeals, labor disputes and medical certifications.

To prepare reports on results of fact-finding interviews and investigations.

To interpret findings and results of interest and occupational aptitude and other tests to determine applicants' capabilities and employment potential.

To develop individualized plans for clients entering employment and training programs.

To provide guidance and training to staff.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of The Rhode Island Employment Security, Job Training Partnership and Temporary Disability Insurance Acts; a working knowledge of state labor laws; a working knowledge of occupations and occupational requirements; a working knowledge of English grammar; a working knowledge of routine office practices; a working knowledge of testing practices; a familiarity with counseling and interviewing techniques and processes; a familiarity with employment conditions of state industries and businesses the ability to interpret test results; the ability to gather facts; the ability to write clear statements; the ability to conduct effective interviews; the ability to operate a computer at the user level; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

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

Experience: Such as may have been gained through: employment in a position responsible for conducting interviews of a fact finding or investigatory nature; or providing technical employment and training services; or employment as a personnel generalist including responsibility for selection interviewing and/or career advising.

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

Class Created: October 7, 1990

Editorial Review: 3/15/03