

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

**Class Code: 02588400**

**Pay Grade: 30A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To manage and direct the unemployment insurance and employment and training functions in a large (volume of claims) field office; or to supervise multiple sections of temporary disability insurance within the central office; or to supervise the employment and training function of several field offices of the Department of Labor and Training; to ensure the effective delivery of employment and training services and insurance benefits to clients; and to perform related work as required.

**SUPERVISION RECEIVED:** Works under the general direction with wide latitude to exercise independent judgement and initiative; work is reviewed through consultation and reports to ensure conformance with laws, policies and rules of the department.

**SUPERVISION EXERCISED:** Plans, organizes, reviews and evaluates the work of subordinate managers, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for planning the work of a management team in a large field office to provide unemployment insurance and employment and training services to clients; or

To supervise multiple sections of temporary disability insurance within the central office.

To supervise the employment and training function of several field offices.

To coordinate staff assignments to achieve optimum performance from individuals and groups.

To review the work of subordinates for compliance with laws, regulations, policies and procedures.

To ensure that production schedules are maintained and to allocate staff according to seasonal workload fluctuations.

To review adjudicated decisions of subordinates which are appealed and to supervise preparation of data for presentation at the appeals tribunal.

To monitor internal security procedures as part of the Department's fraud and overpayment prevention and detection program.

To establish and maintain effective public relations with employers, labor organizations, state and local agencies, civic organizations and the general public.

To plan and implement staff training programs.

To review and monitor management information reports.

To provide labor market information, industrial services and community activities to assist employers with employment and training matters.

To analyze community needs for employment and training services in the local area and develop recommendations to meet those needs.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of placement, referral, and claims processing systems; a working knowledge of the Rhode Island Employment Security, Temporary Disability Insurance and Job Training Partnership Acts and pertinent federal statutes; a working knowledge of the principles of office management and supervision; a familiarity with various industries and businesses, occupational requirements, and employment conditions in the state; the ability to assess

staffing needs; the ability to read and understand complex directives, policies, or related document; the ability to maintain effective relationships with employers, clients and the public; the ability to train, manage and evaluate the staff of a medium-size (volume of claims) field office or unit; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

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

Experience: Such as may have been gained through: considerable employment in a supervisory position responsible for recruitment and employment services, coordination of training activities, employee insurance programs or closely related functions in a large office or unit of 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: August 25, 1991

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