

**CLASS TITLE: REGIONAL EMPLOYMENT AND TRAINING  
BOARD LIAISON**

**Class Code: 02585600  
Pay Grade: 38A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To coordinate the Balance of State Private Industry Council and State Job Training Coordinating Council/Workforce 2000 activities; to be responsible for the support of the Private Industry Council's goals and objectives as they relate to the Job Training Partnership Act and other employment and training programs that fall within the jurisdiction of the service delivery area; and to do related work as required.

**SUPERVISION RECEIVED:** Works under administrative direction with considerable latitude to exercise initiative and independent judgement; work is subject to review through meetings, consultations and reports to ensure compliance with established policies, laws, rules and regulations.

**SUPERVISION EXERCISED:** Generally none. May supervise or review the work of field office personnel, as needed, to ensure conformance with applicable laws, policies and regulations.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the general oversight, review and coordination of Private Industry Council/Regional Employment and Training programs for the balance of state delivery area.

To assist in the development of plans in accordance with federal and state policies, regulations and laws.

To review the performance standards of local offices engaged in providing services through the balance of state service delivery area.

To assist in the development of local office plans for implementing employment, training and unemployment services within the jurisdictional area of the balance of state.

To assist the Chairman of the Balance of State Private Industry Council in interpreting departmental policies and procedures, of the department and specifically the Job Training Partnership Act, Workforce 2000 Council and other employment training programs.

To provide staff support to the Balance of State Private Industry Council/Regional Employment and Training Board.

To coordinate the preparation of reports and findings as they relate to the balance of state training plan.

To represent the balance of state service delivery area at meetings, conferences and workshops.

To meet with administrators and directors of Rhode Island's Service delivery area network and, as appropriate, the Workforce 2000 Council to assist and plan for meeting the state's employment and training needs.

To maintain a continuous evaluation of current programs and to recommend changes or modifications to existing plans.

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; a thorough knowledge of state and federal laws relating to labor and private and public employment; a

working knowledge of the methods and techniques of management reporting; skill in writing; the ability to interpret and apply state and federal legislation; the ability to evaluate program operations, methods, procedures and personnel performance; the ability to establish and maintain effective working relationships with representatives of federal and state agencies, labor organizations, employers, and Private Industry Council/Regional Employment and Training Board; 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 Public or Business Administration or a closely related field; and

Experience: Such as may have been gained through: considerable experience in a position responsible for employment, coordination of training activities, or unemployment insurance programs.

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

Class Created: August 25, 1991

Editorial Review: 3/15/03