

CLASS TITLE:

**SENIOR EMPLOYMENT
AND TRAINING MONITORING
AND EVALUATION SPECIALIST**

Class Code: 02589200

Pay Grade: 26A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Works within the Department of Labor and Training to coordinate and supervise the monitoring and evaluation of 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: Supervises the work of monitoring staff and technical and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan and coordinate the work of staff assigned to conduct desk reviews and on-site reviews of SDA and other state and federal program operators' financial and program management systems.

To assist staff engaged in monitoring and evaluation in the performance of their duties.

To review work of monitoring and evaluation staff for accuracy, thoroughness and adherence to federal and state rules and regulations.

To train staff in the techniques and practices involved in monitoring and evaluation of federally funded programs.

To provide technical assistance to the staff of the SDAs.

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

To assist in the development of policy issuance's and planning procedures.

To design compliance monitoring guides and other related instruments.

To provide staff support to the State Job Training Coordinating Council.

To perform other administrative and technical duties as required.

To do related work 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 write reports. Working knowledge of the techniques of supervision and coordination. 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 8, 1992

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