

**CLASS TITLE: SUPERVISOR APPRENTICESHIP  
TRAINING PROGRAMS**

**Class Code: 02738300  
Pay Grade: 27A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Department of Labor, to be responsible for and to supervise the apprenticeship training program between the State Apprenticeship Council, and employers, labor unions and industrial organizations for the purpose of promoting and maintaining an effective statewide apprenticeship training program for the various trade occupations; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed for results obtained and for conformance with established policies and standards.

**SUPERVISION EXERCISED:** Supervises and reviews the work of subordinates assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the Department of Labor, to be responsible for and to supervise the apprenticeship training program between the State Apprenticeship Council, and employers, labor unions and industrial organizations for the purpose of promoting and maintaining an effective statewide apprenticeship training program for the various trade occupations.

To be responsible for the development and implementation of practices and standards of training utilized in programs of apprenticeship on the job training, skill improvement, technical level and various other types of specialized training programs.

To be responsible for evaluating the effectiveness of training programs in labor market areas and to make recommendations for improvement concerning program requirements and content.

To establish and maintain good public relations with various labor organizations, private industry, as well as civic, school and other community groups; to cooperate with fellow personnel and superiors in the effective accomplishment of the department's objectives and programs.

To participate in community studies and surveys regarding manpower and its availability as required under state and federal regulations.

To act in a liaison capacity to the Veterans Administration regarding certification of apprenticeship and other training programs for subsistence benefits under federal law.

To be responsible for supervising the transition of trainees into full-time employment and to continue to evaluate on the job training contracts and to make recommendations to a superior for improvements or changes in training programs.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the provisions of federal and state laws relating to apprenticeship training; a thorough knowledge of the methods and techniques commonly applied in the promotion and maintenance of effective statewide apprenticeship training programs in the several trade occupations; a thorough knowledge of the requirements of occupations in such trades conducive to apprenticeship training; the ability to analyze and evaluate apprenticeship training needs and to apply necessary knowledge in the promotion and maintenance of effective apprenticeship training programs to meet such needs; the ability to develop and implement appropriate

practices and standards of training used in various programs of training; the ability to supervise and review the work of subordinate staff members; the ability to establish and maintain effective working relationships with representatives of federal and state governments and of labor and management to assure the various training programs conform to established standards set forth by the State Apprenticeship Council; the ability to prepare written reports and recommendations regarding training program aspects; and related capacities and abilities.

**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: considerable employment in a responsible position involving the management, coordination, scheduling, training and public relations or promotional work with an industrial concern, a labor or management organization, or governmental agency involving contacts with labor and management.

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

Class Created: July 3, 1988

Editorial Review: March 15, 2003