

SENIOR EMPLOYMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Undertakes special assignments of an advanced nature and has responsibility for performing more complex vocational guidance functions with individuals participating in various aspects of the local Employment and Training Program. Employees in this class work at an advanced professional level in a local Employment and Training Agency. They may be responsible for providing individual or group counseling and/or vocational guidance services to Employment and Training customers who have more severe or complex personal, social, or vocational problems than those which can be addressed by Employment Specialists. May have responsibility for developing on-the-job training projects with employers, organized labor, and private non-profit agencies as provided under the Workforce Innovation & Opportunity Act. Initiate contact and work closely with representatives of private industry, public sector agencies, and training facilities in determining their needs and potential contributions in developing job slots and training programs for individual or groups of job-ready customers as part of the service delivery system. Incumbents in this position are responsible for overseeing the administration of vocational tests for the evaluation of customers vocational skills and/or needs, and the development of appropriate Individual Service Strategy plans. The Senior Employment Specialist may oversee and supervise the work of a small number of Employment Specialist. The work is performed under general supervision of higher administrative staff, with latitude allowed for more independence of action than that granted to Employment Specialists. The incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES:

- Trains Employment Specialists in agency intake, eligibility determination, screening, interviewing, vocational guidance and on-the-job training techniques;
- Assists Employment Specialists to evaluate specific or difficult problems and devise solutions;
- Supervises Employment Specialists and other staff members engaged in determining eligibility and formulating Individual Service Strategy plans for delivery of agency supportive services related to recruitment, placement and guidance;
- Oversees, performs, and supervises the planning, negotiating, and development of sub-contracts for training and on-the-job training placement programs;
- Prepares a variety of narrative as well as tubular reports;
- Holds regular staff meetings to keep program staff advised of problems or new developments;
- Monitors programs to determine if contract goals and objectives are being achieved;
- Evaluates programs for cost effectiveness and to ensure expenditures and enrollments meet goals of grants;
- Plans and participates in meetings with civic, public or government leaders to promote employment and training programs;
- Reviews customer applications and evaluates eligibility;
- Works closely with representatives of private industry, public sector agencies and training facilities in the development of customized on-the-job training program projects;
- Explains legal obligations and benefits of on-the-job training sponsorship;
- Assists employers in development of on-the-job training placements in accordance with federal standards;
- Recommends program and policy changes to improve services and customer satisfaction.

SENIOR EMPLOYMENT SPECIALIST - CONT'D.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of concepts related to cultural, environmental, and personal factors influencing lives of persons who are economically disadvantaged, low income, or unemployed; good knowledge of interviewing and counseling practices and procedures; good knowledge of sources of occupational information related to vocational guidance, training, and placement; ability to evaluate customer vocational interests and aptitudes; ability to communicate Employment and Training goals and services to individuals and groups and stimulate their interest; ability to work with customers in a variety of counseling and guidance situations, ability to express oneself effectively and persuasively both orally and in writing; ability to understand, interpret and prepare written materials; skill in collecting, organizing, analyzing, and interpreting narrative as well as tabular information; good knowledge of federal, state, and local employment and training laws, rules and regulations as they relate to on-the-job training under the Workforce Innovation & Opportunity Act; tact and understanding; ability to establish and maintain effective working relationships with private and governmental agencies, labor groups, and customers; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE:

- A)** Possession of a master's degree from a regionally accredited or New York State registered college or university **and** two years of experience as a counselor, caseworker, employment interviewer, job analyst, or in another closely related position;

- OR B)** Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in public or business administration, economics, a social science, communications, or a closely related field **and** three years of experience as a counselor, caseworker, teacher, employment interviewer, job analyst, or in another closely related position;

- OR C)** Graduation from a regionally accredited New York State registered college or university with a bachelor's degree and four years of the above noted experience;

- OR D)** An equivalent combination of training and experience as defined by the limits of "A", "B", and "C" above.

SPECIAL REQUIREMENT:

Must have transportation available to perform the duties of the position.

Adopted PO: 04/03/95

Revised 3/22/2021 PO