

Class Concept

This is professional work independently providing technical and consultative assistance to employers, local office employees, and other entities within a defined geographical area of the state in support of Division of Workplace Solutions programs and on the job training. Employees provide training to local office staff; interpret federal and state rules and regulations; ensure uniformity in program compliance; establish program objectives, analyze program operations and accomplishments; produce required periodic reports; and act as liaison between local offices and central office staff as well as liaison between career centers and the Regional Operations Director.

Employees may be assigned work involving the creation, promotion and establishment of apprenticeship and on-the job training programs. In this work, employees consider economic development trends in their region and the state, such as industry openings and closings, unemployment rates, and governmental actions related to industry and business, in establishing new programs and promote and monitor a broad range of apprenticeship programs designed to train journeymen-level workers and technicians to meet the demands of industries for high-skilled workers. Duties may include responsibility for employer and community relations, writing and modifying contracts and responding to request for proposals, troubleshooting problem situations and staff recruitment. Work is performed independently under the general supervision of the Regional Manager. Positions may be located within a career center, in the DWS central office or make operate as a standalone position in a remote location.

Recruitment Standards

Knowledge, Skills, Abilities

- Thorough knowledge of the Division of Workforce Solutions, Workforce Development boards and the associated functions, policies, laws, and regulations pertaining to specific program area.
- Ability to analyze, interpret, and evaluate information and conflicting opinions.
- Ability to apply the provisions of federal, state and agency law, rules, regulations, and procedures to specific program areas.
- Ability to consult, train and function as a resource for local offices throughout the region.
- Ability to evaluate personnel, programs and services as well as resolve program problems.
- Ability to manage a program budget.
- Ability to interpret and convey principles, roles and functions of ES service to community organizations.
- Considerable knowledge of and experience in marketing, development and implementation of skills training and apprenticeship programs, adult learning styles and education methodology, designing training programs, competency based training, task and job analysis, and basic education programs.
- Skills in marketing, presentations and project development, negotiation, oral & written communication, teaching and training.

Minimum Training and Experience Requirements

Bachelor's degree from an appropriately accredited institution and three years of progressive experience in human resource administration, job development and placement, employment counseling, vocational guidance and counseling, social work, vocational rehabilitation, labor management, apprenticeship and training programs, or public contact advising job applicants and employers in a variety of functions; or an equivalent combination of education and experience; or an equivalent combination of education and experience.