

ASSISTANT DIRECTOR - OFFICE OF EMPLOYMENT AND TRAINING  
(PLANNING AND EVALUATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director - Employment and Training, the incumbent of this class conducts planning and research studies to assess the need for employment training programs and services, evaluates the effectiveness of current programs and services, and develops funding sources to meet identified needs and to improve existing services. Work also involves the preparation and updating of annual reports and the program plan outlining service goals and objectives required by funding sources. Supervision may be exercised over a small support staff. Administrative supervision may be exercised over Employment and Training Office staff.

EXAMPLES OF WORK: (Illustrative Only)

Develops the annual report, with a detailed analysis of program activities, expenditures, participation statistics and cost savings, to be used in evaluating past performance and developing goals and objectives;

Updates and amends the Plan stating program objectives based on available funding sources;

Conducts research and updates available data on unemployment and labor market statistics, demographic distribution and makeup, and the recruitment needs of local public and private employers in order to identify and develop training programs and services needed to best meet these needs with the available under-developed labor market;

Writes proposals and funding solicitations for grants and other funds (both public and private) to develop programs and services;

Develops evaluation systems and implements reporting procedures in order to assess the effectiveness of existing programs and services in meeting objectives and client needs;

Develops corrective action to improve service delivery and compliance to funding requirements when deficiencies are identified;

Works with Law Department staff in amending contract language to ensure compliance with federal rules, regulations and funding requirements;

Keeps abreast of changes in federal rules and regulations related to employment and training, and develops or amends operating procedures to insure compliance, both by OET staff and sub-contracting agencies;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Coordinates activities for the development of new programs and services such as the Economic Dislocated Worker Assistance Adjustment Program, Employment Program for Foster Care Youth and other new programs to develop skills training and placement for target clients, particularly those on public assistance;

Develops and implements a public relations and community education program to promote program activities, both with clients and prospective employers;

Conducts staff development activities to assist the Director in best utilizing existing staff resources;

Serves as technical advisor or representative of the Director at meetings and conferences, as requested;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of appropriate federal and local laws, regulations, policies, agreements and procedures related to employment and training as defined by the Department of Labor; good knowledge of the principles and techniques of statistical, social and economic analysis as applicable to employment and training program planning; good knowledge of the principles and techniques of effective supervision and staff development; ability to identify program deficiencies and develop corrective action; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; resourcefulness; integrity; initiative; sound judgment; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree\* and four years experience where the primary function of the position was in either manpower planning, research, and evaluation or economic or social research and evaluation.

SUBSTITUTION: A Master's Degree\* may be substituted at the rate of 30 credits per year on a year for year basis for up to two years of the required experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.