

EMPLOYMENT AND TRAINING PROGRAM ADMINISTRATOR (MONITORING UNIT)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director - Office of Employment and Training, this class is responsible for planning, coordinating and supervising the operations of the Monitoring Unit which oversees the operations of CETA sub-grantee agencies, by gathering sufficient relevant data for the purpose of enabling the Office of Employment and Training to properly evaluate the compliance and performance of these agencies as well as assessing the effectiveness of their efforts. In addition, this class also monitors the internal control systems of the Office to access their effectiveness. Supervision is exercised over a number of subordinate monitors and clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Formulates local policies and procedures that are necessary to insure monitoring responsibilities are properly performed;

Plans, coordinates and supervises the work of teams of Employment and Training Program Monitors engaged in gathering data concerning the operations of all CETA sub-grantees;

Reviews internal control systems of the Office of Employment and Training, reports findings and recommendations to the Director;

Plans and performs the staff development function of the unit and periodically determines the performance of assigned staff;

Interprets federal CETA regulations and policies as they related to monitoring operations;

Investigates grievances presented by CETA participants and employers with respect to the terms and conditions of participation in CETA, in accordance with established procedures, and attempts to resolve these complaints and grievances;

Reviews thoroughly the reports and findings of monitoring teams to insure their accuracy, sufficiency and adherence to established standards and communicates these to top management of the Office of Employment and Training;

Formulates corrective action recommendations where adverse findings have been made;

Insures that established procedures in instances of suspected fraud, abuse, or interference are strictly adhered to;

Testifies as required about reports and findings at administrative hearings;

Prepares reports and provides information requested as required concerning the operation of the unit.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of appropriate federal and local laws, rules, regulations and procedures as they affect the operations and activities of CETA sub-grantee agencies; good knowledge of the provisions of agreements between the Westchester-Putnam Manpower Consortium and sub-grantee agencies; ability to plan, coordinate, supervise and evaluate the performance of assigned personnel; ability to effectively train subordinate employees in order to sustain unit proficiency; ability to conduct interviews and investigations; ability to formulate and implement realistic solutions to operating problems; ability to successfully integrate changing requirements and procedures into ongoing operations; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; initiative; integrity; good judgment; resourcefulness; tact; leadership; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) a Bachelor's Degree* from a recognized college or university and four years experience in either program monitoring and evaluation for contract compliance, manpower planning and development, or investigative work which included interviewing for evaluative purposes to establish eligibility under established guidelines, which included one year in a supervisory capacity; (b) eight years experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid New York State Motor Vehicle Operators License at time of appointment.

*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 Department of Education as a post-secondary, degree-granting institution.