

## EMPLOYMENT AND TRAINING PROGRAM ADMINISTRATOR (QUALITY CONTROL)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Director - Office of Employment and Training, this class is responsible for administering the quality control function of the Office of Employment and Training which includes: the verification of participant eligibility, ascertaining the extent of sub-grantee compliance with pertinent program indicators and regulations consistent with applicable regulations, and responding to any allegation of fraud and abuse within CETA. These responsibilities are accomplished and administered with the assistance of subordinate supervisors. Supervision is exercised over a substantial number of subordinate personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative only)

Formulates and implements program goals, objectives, methods, and procedures essential to the effective operation of the Quality Control Section;

Directs, plans and coordinates and evaluates the work activities of the Eligibility Verification Unit and Evaluating Unit;

Periodically assesses the effectiveness of the Quality Control Section in terms of compliance with appropriate regulations and procedures as well as success in achieving established goals;

Insures the development and training of staff as required to maintain proficiency standards or correct poor performance appraisals;

Interprets federal and local policies, regulations and programs as such relate to the quality control function;

Supervises the preparation of periodic statistical and administrative reports;

Works in cooperation with available legal resources instances of suspected fraud or abuse in the CETA program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of appropriate federal and local laws, regulations, policies, agreements and procedures as they relate to the eligibility of participants in CETA and the operations and activities of CETA sub-grantee agencies good knowledge of assessment methods and techniques to determine program eligibility ability to plan, direct, coordinate and evaluate the performance of assigned personnel; ability to give concise oral reports and to prepare accurate and meaningful written reports; ability to formulate and implement and integrate realistic solutions with ongoing operations to satisfy changing requirements; ability to identify critical program problem areas and to prepare and implement corrective actions; ability to establish and maintain effective working relationships; initiative; integrity; tact; resourcefulness; sound judgment; leadership; maturity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Completion of two years of college\* and either: (a) a Bachelor's Degree\* from a recognized college or university and four years experience in manpower planning or development, program monitoring and evaluation for contract compliance, public administration, or investigative work which included interviewing for evaluative purposes to establish eligibility under established guidelines, including one year in a full supervisory position; or (b) a Master's Degree\* may be substituted on a year for year basis for the experience specified in (a) above, but the one year in a full supervisory position must be included; or (c) six years experience as stated in (a) above, including the one year in a full supervisory position; or (d) a satisfactory equivalent combination of the foregoing training and 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 Department of Education as a post-secondary, degree-granting institution.