

EMPLOYMENT AND TRAINING PROGRAM ANALYST I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an incumbent of this class is responsible for evaluating the performance of assigned sub-grantees against the provisions of established contracts which include, degree of success in achieving program goals and the extent of compliance with applicable federal and local laws, regulations, policies and procedures. As an integral part of the planning process, responsibility involves the evaluation of the merits and feasibility of new proposals as part of a comprehensive manpower services plan and the past performance of the applicant. Responsibility also involves providing consultative and support services to assigned agencies including the development of corrective action plans to reverse negative program indicators or problems, and insuring that all contracts with assigned agencies are properly prepared, processed and executed in a timely manner. Supervision is not normally a responsibility of this class. Technical advice and assistance are provided to sub-grantees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews proposals that are submitted for funding and makes appropriate recommendations for selection of sub-grantees;

Evaluates sub-grantee performance, based upon the findings of Employment and Training Program Monitors, against contractual obligations which incorporates the goals of the Office of Employment and Training;

Formulates corrective action plans in response to negative program indicators, evaluates the implementation of such plans and may, in those instances of continued poor performance recommend contract termination or other sanctions;

May arrange for technical support services or assistance from other areas of the Office of Employment and Training or the United State Department of Labor in order to enhance sub-grantee prospects for success;

Prepares written reports of analyses and recommendations and may present them to other staff of the Office of Employment and Training in order to achieve a coordinated, consistent plan of action;

Insures that contracts and necessary documentation are submitted, prepared, processed and executed within stated time limitations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of applicable federal and local laws, regulations, policies and procedures governing the performance and activities of JTPA sub-grantees; good knowledge of the practices and procedures for manpower services as it applies to employment and training; ability to analyze data and draw logical conclusions with respect to sub-grantee progress and program compliance; ability to identify program problem areas and to formulate realistic solutions; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships with staff and sub-grantee officials; tact; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and either: (a) one year experience involving either manpower planning, research, interviewing, counseling, public administration, community work, program administration or development, or monitoring contract compliance; or (b) satisfactory completion of 30 credits* toward a Master's Degree* or a public administration internship may be substituted for the above experience; or (c) 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.