

EMPLOYMENT AND TRAINING PROGRAM ANALYST II

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Director-Office of Employment and Training, an incumbent of this class is responsible for monitoring the performance of sub-grantee agencies in achieving program goals and compliance with applicable federal and local laws, regulations, policies and procedures. This involves participation in the planning process, annual assessment of the merit and feasibility of new proposals as they relate to the goals of the JTPA biennial service plan, and the past performance of applicants. Responsibility also involves providing consultative and technical assistance in the formulation of corrective action plans to reverse negative program indicators or problems. Supervision may be a responsibility of this position. Does related work as required.

EXAMPLES OF WORK (Illustrative only)

Reviews proposals which are submitted for funding to insure their merit and conformity with JTPA program goals as articulated in the manpower services plan;

Monitors, evaluates and analyzes the performance and compliance of sub-grantees with JTPA program goals and develops corrective action plans in response to negative indicators; may, in instances of poor performance, recommend contract termination or other sanctions;

Prepares and presents written reports including analyses and recommendations of monitoring activities of all assigned programs;

Provides and/or arranges for technical support service or assistance from other areas of the Office of Employment and Training or the New York State Department of Labor to assist sub-grantees in meeting program objectives;

Reviews clients' progress, identifies and handles client related problems; does follow-up as required;

Assists with preparation of biennial program plan;

Performs other duties in support of the functions of the Office of Employment and Training as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of applicable federal and local laws, regulations, policies and procedures governing the performance and activities of assigned JTPA sub-grantees; thorough knowledge of the provisions of contracts between Westchester JTPA and assigned sub-grantee agencies; 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 particularly in support of recommendations to program management staff; ability to establish and maintain effective relationships with staff and sub-grantee officials; initiative; tact; integrity; resourcefulness; good judgment; physical condition commensurate with the requirements of the position.

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

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.

*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.