

EMPLOYMENT AND TRAINING PROGRAM MONITOR I

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of an Employment and Training Program Monitor II, this class gathers predetermined facts and data, through on-site inspection, about the operations of CETA sub-grantees and prepares written reports of findings. Supervision is not a responsibility of this class although an incumbent may serve as lead worker in instances when inspections of large operations are being made. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Inspects the operations of assigned sub-grantee agencies on a random basis gathering predetermined data from selected areas of the operations of these agencies in order to provide information essential to the evaluation process;

Prepares reports of findings, insuring their accuracy and completeness as well as adherence to established format, for submission to the Contract Development and Support Section, Planning Unit and Financial Control Unit;

Reports any unusual occurrences or incidents regarding assigned CETA sub-grantee operations and activities even though they may not be specifically included among those items to be monitored;

Suggests changes in procedures perceived as necessary to the development of improved quality control mechanisms;

May testify about reports and findings at administrative hearings;

Refers cases of suspected fraud, conflict of interest or interference immediately to a supervisor.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with appropriate federal and local laws, rules, regulation and procedures as they affect the operations and activities of CETA sub-grantee agencies; familiarity with provisions of agreements between the Westchester-Putnam Manpower Consortium and assigned sub-grantee agencies; ability to prepare factual, detailed coherent reports; ability to record information legibly and accurately; ability to conduct interviews and investigations; ability to strictly adhere to both oral and written instructions; ability to recognize, gather and organize facts and data; good powers of observation and perception; initiative; integrity; tact; judgment; accuracy; maturity; physical condition commensurate with the demand of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) three years experience in either program monitoring and evaluation for contract compliance, manpower planning and development, investigative work or interviewing for evaluative purposes to establish eligibility under established guidelines; or (b) completion of two years of college level* study and one year experience as specified in (a) above; 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.

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J.C.: Competitive
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Job Class Code: C1602
J.G.: VII