

EMPLOYMENT AND TRAINING PROGRAM MONITOR II

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a higher administrative authority of the Quality Control Section of the Office of Employment and Training, this class as assigned oversees either the Eligibility Verification Unit or a team of Employment and Training Program Monitors I. Regardless of the area of assignment, incumbents in this class are responsible of initiating prescribed actions in response to grievance which relate either to negative eligibility determinations or the terms and conditions of an individual's participation in any CETA program. In addition, incumbents will also respond initially to allegations of fraud or abuse within their respective area of assignment. Partial supervision is exercised over a number of subordinate personnel for the purpose of planning work assignments and following up to insure proper completion as well as assisting with the training of new staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

When assigned to the Verification Unit:

Determines eligibility of participants for any CETA program in those more complex or involved cases referred by Eligibility Clerks;

Assigns work to subordinates, follows-up to insure completion and reviews the work of subordinates to insure accuracy and adherence to prescribed policies and procedures;

Instructs new staff in the work of the unit and may conduct training to inform subordinates of new policies and procedures to be implemented;

Initiates established procedures in those instances of alleged fraud or abuse;

Prepares and gathers, consistent with established procedures, case information necessary to respond to grievances of negative eligibility determinations;

Testifies as required about reports and findings at administrative hearings;

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

When assigned to the Evaluating and Monitoring Unit:

Schedules and participates in the work of a team of Employment and Training Program Monitors I assigned to inspect the operations of CETA sub-grantee agencies in order to provide information essential to the evaluation process;

Reviews reports of subordinates insuring their strict adherence to established standards as well as the sufficiency and accuracy of findings;

Instructs new staff in the work of the team and may conduct training to inform subordinates of new policies and procedures to be implemented;

Initiates established procedures in those instances of alleged fraud or abuse;

EXAMPLES OF WORK: (Cont'd.)

Prepares and gathers, consistent with established procedures, information necessary to respond to grievances filed by individuals in any CETA program regarding the terms and conditions of participation;

Testifies as required about reports and findings at administrative hearings;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of appropriate federal and local laws, rules, regulations, agreements and procedures applicable to the area of assignment; ability to conduct interviews and investigations; ability to recognize, gather and organize facts and data and use such in making determinations and recommendations; good powers of observation and perception; ability to prepare factual, detailed, coherent reports; ability to establish and maintain effective working relationships; ability to follow oral and written instructions; ability to assume some supervisory responsibility; ability to train employees in the work of the unit; initiative; integrity; tact; good judgment; accuracy; maturity; 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) five 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) graduation from a recognized college or university with a Bachelor's Degree* and one year experience as described 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.

*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.