

MANPOWER SPECIALIST - COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this class of positions is responsible for gathering of basic data on labor and management forecasts for short and long range projections for manpower planning. This position also will assist with Affirmative Action efforts to introduce minorities into construction trades and other unions. Supervision may be exercised over the various sub-contractors who perform manpower services. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains liaison with sub-contractors such as business, labor and community organizations in order to coordinate County regulations with their objective;

Assists with the coordination of the internal County Summer Employment program with the County Personnel Department;

Assists with the implementation of the County Affirmative Action policy;

Provides guidance to process operations in the orientation, counseling, placement and follow-up of clients.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of man-power planning; familiarity with community organizations engaged in manpower development progress in Westchester County; ability to analyze statistical data; ability to coordinate and work effectively with others; initiative; resourcefulness; good judgment; 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) four years experience in either manpower planning, research, interviewing, counseling, public administration or community work or (b) a Bachelor's Degree*; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: Two years of verifiable volunteer experience may be substituted for one year of paid experience in one of the above stated fields.

*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.