

PROGRAM SPECIALIST (COUNTER CYCLICAL EMPLOYMENT PROGRAM)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of the Youth Bureau and the Program Administrator - Youth Employment Programs, an incumbent of this position is responsible for undertaking the direct implementation of the County Cyclical Employment Program; developing, coordinating, and monitoring job placements for Youth Program participants; establishing, coordinating and maintaining liaison with the Probation Department; developing job placement and preplacement orientation/training for program participants and job site personnel in both public and private agencies and industries; provides technical assistance and counseling coordination among youth service providers, probation, and job placement sites. Responsibilities include the training and orientation of participants, agency personnel; making site visits to monitor placements; and making evaluations and suggestions for improving the quality of the program. Partial supervision may be exercised over clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates directly in the day-to-day activities of the Counter Cyclical Employment Program;

Prepares resources and materials and administers to the Job Readiness Training of participants;

Develops and implements Work Placement Recruitment and Maintenance including developing a plan for approaching private enterprises; securing commitments for a specified number of job slots from private enterprise, public and non-profit agencies; and implementing follow-up meetings for employers;

Administers to the processing of applications, time and attendance sheets, attendance records and payroll in conjunction with other relevant staff;

Participates in the evaluation and monitoring of the program;

Participates in the recruitment of community agencies to provide counseling services in conjunction with Probation Department staff when necessary;

Develops and maintains relevant employment and training resources;

Participates in meetings and conferences as necessary.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the techniques of interviewing, counseling and appraisal of job and occupational analysis; good knowledge of adolescent behavior, theories of occupational choice and especially testing and training related to youth employment; in depth knowledge of job development techniques in the private sector; skill in interviewing people (especially private sector entrepreneurs) and constructively involving them in a suitable vocational work-site arrangement; ability to relate to people and especially youth from

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

various socio-economic groups; ability to work with others and to inter-face with various public and private agencies; ability to prepare reports in detail, both orally and in writing; resourcefulness in locating and developing employment resources; tact; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) three years experience in personnel interviewing, counseling, recruitment, placement, job development, or manpower planning or development, one of which must have involved work with youths; or (b) a Master's Degree* in Business or Public Administration, Manpower Planning, Human Development, Psychology, or Personnel Administration and one year of the experience specified in (a).

*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 Education Department as a post-secondary, degree-granting institution.