

TRAINING TECHNICIAN (OFFICE OF EMPLOYMENT & TRAINING)

GENERAL STATEMENT OF DUTIES: Develops and conducts specialized training programs for eligible participants in the Westchester County Office of Employment & Training; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for conducting specialized training programs for participants under the guidelines of grant funded programs (JTPA) to include: recruitment of participants, intake assessments, certification of eligibility, skills training, job development, counseling, and job placement. This involves working closely with local business and industry to elicit their cooperation for the placement of participants in their workforce. Some positions may require a proficient knowledge of the Spanish language in order to effectively relate to and assist bilingual participants. Supervision is not normally a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Interviews participants to assess their employability or counseling needs and assists them in making a suitable vocational choice;

Administers tests to determine skills, abilities and interests;

Evaluates participants' personal qualifications to determine employability taking into consideration past records, test results, and training and experience history;

Provides participants with realistic appraisals of their abilities and potential in becoming employable and self sustaining;

Develops curriculum and conducts training classes and assists participants in determining and realizing their highest occupational potential;

Conducts and plans individual and group workshops with other training team members when vocational problems are involved;

Refers participants to other appropriate training courses, either on-the-job or in a classroom setting;

Refers participants to other community resources when such need is indicated;

Conducts follow-up to determine suitability of placements and the extent of vocational adjustments;

Cooperates with representatives of educational, governmental and community agencies to provide information and to aid in joint efforts for the referral counseling and job placement of participants;

Cooperates closely with business and industry to help develop efficient and timely channels and opportunities for the employment and/or development of participants in their workforce;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Maintains records of participant's involvement, progress and performance in sponsored training and employment programs;

Contacts participants to advise them of new or additional training opportunities;

Assists in the identification of training needs through observation of operations and discussions with employers, sub-contracting agents and counselors;

Assists in the preparation of informational brochures and other literature for program services, goals and objectives;

(Bilingual) Performs generally the same duties as above but requires the ability to speak fluently in Spanish in working with Spanish speaking participants.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices and techniques used in interviewing and counseling for the purpose of determining job applicant skills and realistic occupational choice; good knowledge of occupational conditions, trends and job development; good knowledge of available community employment resources for both subsidized programs and private employers; good knowledge of the methods and techniques used in the development and implementation of training programs designed to improve the employability of the unemployed or under-employed; familiarity with the procedures for determining eligibility and making placement of job applicants in subsidized employment programs; skill in interviewing and counseling people from various socioeconomic and ethnic groups; ability to make realistic assessment of the employment capabilities of socially disadvantaged people and make appropriate referrals to increase their employability; ability to administer and interpret evaluative tests; ability to conduct workshops for the improvement of employability such as resume writing, assertiveness training, skills training, job seeking skills, etc.; ability to express oneself clearly both orally and in writing; good judgment; initiative; resourcefulness; patience; tact; physical condition commensurate with the demands of the position.

NOTE: For designated bi-lingual positions: ability to communicate effectively in Spanish, both orally and in writing.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school and either: (a) graduation from a recognized college or university with a Bachelor's Degree* and three years of professional experience in human resources, social work, counseling or a related field, two of which must have involved vocational counseling, skills training or job placement of the unemployed or economically disadvantaged; or (b) satisfactory completion of 30 credits toward a Master's Degree* in Public Administration, Education, Counseling, Social Work or a related field may be substituted for each year of the above stated experience.

*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.

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Job Class Code: C1820
Job Group: X