

STATE OF NEBRASKA CLASS SPECIFICATION  
JOB TRAINING PROGRAM COORDINATOR

EST: 12/84 – REV: 01/11  
CLASS CODE: C70850

**DESCRIPTION:** Under limited supervision, counsels Department of Labor staff, state officials, and program representatives on the development, administration, and evaluation of State Job Training goals, plans, and policies; prepares and reviews grant proposals and service agreements; provides technical assistance and serves as liaison with the various service delivery area agencies and other service providers; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions allocated to this class are responsible to perform agency planning, coordination, development and administration of a job training program which is distinguished from positions allocated to the Job Training Program Specialist class who are responsible to provide a variety of technical assistance and guidance in the development of a job training program, but do not have full administrative responsibility for the program. This class is distinguished from the Job Training Program Monitor class where primary responsibilities include monitoring and reporting on the delivery of job training programs, services and activities.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Confers with private employers, government officials, service providers, and members of the State Job Training and Private Industry Councils to foster the development and use of Job Training program services within Nebraska.

Presents job training program information at Council sessions, inter-agency conferences, and meetings with the public and private employers to provide orientation on and answer inquiries about State Job Training program goals, policies on program participation, and services available.

Develops and recommends goals, plans, and action steps for statewide programs and projects to provide guidance to State Job Training Council members and program officials and service delivery area administrators within the areas of program development and service delivery.

Compiles, analyzes and summarizes demographic, financial, resource and grant information to facilitate program development and program evaluation.

Advises private employers, service delivery area administrators, and other service providers on federal legislation and requirements and statewide program regulations and procedures and on options for developing and implementing job training services to facilitate program administration.

Reviews and evaluates job training plans, procedures, and funding requests and expenditures of private employers, service delivery area agencies, and other service providers to ensure adherence with program requirements and to determine improvements to program performance.

Determines and informs state and local program representatives of financial aid resources and allocation formulas for assigning funds and participant slots to facilitate obtaining and administering funds needed to meet job training service needs throughout Nebraska.

## C70850 – JOB TRAINING PROGRAM COORDINATOR (continued)

Negotiates and reviews service contracts and coordination agreements and advises State Job Training program officials on these proposals to ensure conformance to and implementation of statewide program goals, priorities, and eligibility criteria.

Writes operation plans, position papers, and reports and summaries on program administration and evaluation activities to communicate findings and conclusions of studies made and to propose new goals or modifications to current practices.

Studies federal legislation and directives and researches program issues, options, and proposals to determine their intent and impact and to facilitate development of State Job Training goals and plans and solutions to operational problems.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the principles and techniques to develop statewide and local policy; state and federal statutes affecting the employability status of the unemployed; the methods of program and financial administration including planning and evaluation techniques; the program issues, demographic characteristics, and problems of the unemployed; available labor, employment, and economic development resource materials; the techniques of fiscal analysis.

Ability to: communicate with government officials, State Job Training and Private Industry Council members, program representatives, and service providers to explain and advocate job training program goals, policies, and plans; interact with state and federal program representatives and private industry representatives to establish consensus on service needs; learn, interpret and apply federal legislation and state and agency regulations and policies to specific job training issues and decisions; analyze data and develop conclusions from administrative/computer records, budgets, and program evaluations; summarize planning and programming data and options into reports and position papers; develop goals, priorities, plans, policies and performance criteria.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Associates degree in human services, behavioral sciences, social sciences, public administration, business administration or closely related field AND three years experience in an employment, job development, or job training agency/program with responsibility for planning and coordinating program operations, or monitoring and evaluating delivery of program services. Related experience may substitute for the educational requirement on a year-for-year basis.

### **SPECIAL NOTES:**

Positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation in order to perform work-related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).