

DESCRIPTION: Under general supervision, provides technical advice and assistance on the development of regional job training policies and procedures and on the delivery and coordination of program services; serves as a liaison between the Greater Nebraska Job Training Private Industry Council staff and other governmental agencies, service providers, private sector employers, and others; 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 provide technical assistance in the development and coordination of job training program services and the evaluation and development of service objectives which is distinguished from the Job Training Program Coordinator class which has full administrative responsibility for the job training program including planning, policy development, training and evaluation. 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.)

Investigates and determines regional job training service problems, and options and proposals to facilitate the development of service goals and strategies and the resolution of program administration concerns.

Advises program representatives on the requirements of federal legislation and federal and state regulations and on alternative means for implementing Greater Nebraska Job Training operations and practices to facilitate the program decision-making and service delivery processes.

Writes program evaluation or administrative reports on the status of Greater Nebraska Job Training program activities or operational reviews to document and propose further evaluations or adjustments of current practices.

Develops procedural guidelines and forms to assist Greater Nebraska Job Training officials and others in meeting the requirements of federal and state legislation and regulations and to ensure proper delivery of job training services within the Greater Nebraska service delivery area.

Evaluates or develops service objectives, policies, and needs, and functions to provide Greater Nebraska Job Training officials guidance in directing current or proposed services or in allocating available financial resources.

Confers with representatives of private sector employers, state and federal Job Training programs, and Private Industry Council subcommittees on job training activities and operations to facilitate the development and delivery of job training services within the Greater Nebraska service delivery area.

Presents and discusses, as directed, job training information at Private Industry Council subcommittee sessions and other meetings to explain program options, decisions, and actions and to answer inquiries of Council members or other officials and sub-contractors.

C70830 – JOB TRAINING PROGRAM SPECIALIST (continued)

Collects and analyzes economic, occupational, or program data through surveys, statistical reports, and printouts to provide a basis for assessing the effectiveness and continued need for various Greater Nebraska Job Training program service.

Writes and reviews grant proposals and service contracts and advises Greater Nebraska Job Training officials on their preparation or disposition to aid in presenting program goals and plans and to ensure the requests and agreements meet program criteria.

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

Knowledge of: the demographics and challenges faced by the unemployed population including economic, social, and occupational aspects; available labor economic and employment literature and resource materials; the methods of program analysis and evaluation; the procedures for analyzing and comparing management information system data with program objectives.

Skill in: providing technical assistance; identifying programmatic problems and inefficiencies and proposing solutions and alternatives; formulating realistic goals and objectives and monitoring achievements; summarizing data into meaningful reports.

Ability to: learn and apply applicable legislation, rules and regulations governing the programs of the Greater Nebraska Job Training Council; learn, interpret and apply statutes affecting the employability status of disadvantaged adults and youth, dislocated workers, Native Americans, migrant and seasonal farm workers and veterans; communicate with local government officials, private employers, service providers, and other program and service staff to exchange information and assess service needs and concerns; collect, analyze and interpret data and formulate conclusions and solutions; summarize findings and recommendations of financial, administrative, or program evaluations into narrative and statistical reports; understand and apply technical program material including procedural manuals, agency handbooks, and computer printouts; identify significant patterns in program and demographic data.

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

Post high school coursework/training in: labor economics, employment services, economic/human resource development, occupational/career services, public administration, business management or related field; AND experience in the field of employment and training with primary responsibility for (1) providing direct employment or training development assistance to service recipients, or (2) supervising the activities and/or staff of an employment or training program, agency, or function, or (3) providing consultative or technical assistance to an employment, training, or human resource development program, agency, or function.

SPECIAL NOTE:

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).