

DIRECTOR NCSOICC

This is administrative and managerial work in directing staff in the Labor Market Information Division of the Employment Security Commission in the development and implementation of a state occupational information system. This system, in support of its parent system and organization, the National Occupational Information Coordinating Committee, addresses the need for labor market information among administrators and planners in vocational rehabilitation and job training programs and individuals making career choices or seeking employment.

Employee is responsible for planning, developing, supervising and directing occupational information related activities, projects and contracts funded to or by the NCSOICC and other Labor Market Information Division activities. Employee reports organizationally to the Labor Market Information Division Deputy Director and administratively to the Committee. Employee performs related work as required.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee develops and establishes operational plans for meeting the goals and objectives of the NCSOICC. Employee initiates and maintains appropriate interagency linkages of resources and personnel to carry out plans and to exchange information.

Organizing and Directing - Employee directs all projects, programs and activities undertaken to support the committee's annual plan. Employee develops an agenda of activities for each committee meeting. Employee assigns staff work required by the committee to develop and maintain this occupational information system.

Budgeting - Employee is responsible for administering the full financial resources of the NCSOICC subject to the direction of the committee.

Training - Employee provides informal on-the-job training to new employees regarding the staff work required by the committee. Employee identifies and supports appropriate training programs available to employees.

Setting Work Standards - Employee enforces standards in accordance with and adopted by the National Occupational Information Coordinating Committee. Employee ensures that the quality and accuracy of the research and development activities are met according to established procedures.

Reviewing Work - Employee reviews all major reports and publications prior to submission to the committee. Work of subordinates is reviewed periodically through informal sessions. Review of work is to ensure adherence to guidelines, accepted standards and compliance with established committee policy.

Counseling and Disciplining - Employee is directly responsible for evaluating, counseling and disciplining subordinate employees. Employee documents oral and written warnings consistent with committee, agency and state personnel policies.

Performing Other Personnel Functions - Employee recommends the selection, promotion and salary adjustments for subordinate employees

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The annual work plan and objectives, goals and priorities determined by the committee result in the sequence and variety of projects, programs and activities undertaken by the NCSOICC administrative staff. The work supervised by the employee provides common occupational information for the changing needs of the vocational educational and the employment and training programs at national, state and local levels.

Variety of Work Supervised - Employee supervises clerical and technical staff involved in the coordination and dissemination of occupational labor market and educational data.

Number of Employees Responsible For - Employee supervises two permanent employees and utilizes interns and temporary employees on an as needed basis.

III. EXTENT OF SUPERVISION RECEIVED:

Overall direction and review are provided by the NCSOICC Statutory Committee and its Chairman. Daily work activities are independently performed.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: None.

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities - Considerable knowledge of the management techniques involved in resource allocation and personnel management. Working knowledge of data base computer systems. Ability to organize and present a wide variety of occupational data orally or in formal written reports. Ability to work effectively within an interagency network. Ability to establish and maintain effective working relationships with subordinate employees, departmental and public officials and the general public.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a major in public administration, business administration or a closely related field and five years of progressive experience in statistical analysis or occupational counseling; or an equivalent combination of training and experience.