

APPRENTICESHIP SPECIALIST

DESCRIPTION OF WORK

This is professional work involving the creation, promotion and establishment of apprenticeship and on-the-job training programs in accordance with State and federal requirements. These positions are located in the Apprenticeship & Training Bureau of the North Carolina Department of Labor. Specialists are responsible for the independent administration and execution of the overall apprenticeship programs within a designated region of the State and independently organizing and planning work schedules to carry out functions effectively. Specialists promote and monitor a broad range of apprenticeship programs designed to train journeymen-level workers and technicians to meet the demands of industries for high-skilled workers. Work requires considerable independent judgment in establishing new programs in a variety of occupational areas which conform to the needs and resources of the employer and the employees. Specialists consider economic development trends in their region and the state, such as industry openings and closings, unemployment rates, and governmental actions related to industry and business, in establishing new programs. Specialists have approval authority for all contract agreements and are involved in evaluating and assuring adherence to the contract agreements, including veterans training. The work is varied in intricacy, ranging from limited to having considerable detail, requiring the specialists to have a thorough and extensive understanding of apprenticeship, time based and employee based compensation systems, task and job analysis, union rights, and wage scales. Consequence of decisions by specialists can be significant with a potential to affect employment, taxes, education, and economic development within the specialists' region of operation. Scope of contacts is broad ranging from all levels of employees in a company; government and civic leaders; school system and community college education administrators; trade union representatives and officials; military officials; civilian employees; and veterans. Specialists report to the Assistant Director and work is reviewed through random reviews of weekly reports of field activities and periodic conferences.

EXAMPLES OF DUTIES PERFORMED

Upon request or on the Specialist's own initiative, employers are contacted for the purpose of selling the desirability of a formal apprenticeship or on-the-job training program.

Specialists make discretionary decisions on whether a training situation exists and whether suitable equipment and personnel are available to properly train the apprentices.

Employers and employees are counseled on training schedules, proper wage scale for each trade, and on regulations and procedures requiring independent research of employers in their regions to gain thorough knowledge of the work and nature of training needed to insure success of the apprenticeship program.

Periodic investigations of established programs are made to assure accurate and up-to-date records, that the trainee is receiving proper training in accordance with the agreement, and that the establishment is in compliance with the Standards of Apprenticeships.

Specialists advise management and apprentices on procedures and regulations involved when aspects of the programs and agreements are affected by federal directives.

Promotion of the apprenticeship program is conducted by activities such as attending high school career days, technical institutes and community colleges, and speaking at public functions and arranging for public demonstrations of trade skills learned by current apprentices.

Data and records are kept on computer files and in databases maintained by the specialist requiring them to work with a variety of software packages and interaction with central IT support staff.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities:

Considerable knowledge of and experience in marketing, development and implementation of apprenticeship programs, adult learning styles and education methodology, designing training programs, competency based training, task and job analysis, and basic education programs.

Skills in marketing, presentations and project development, negotiation, oral & written communication, teaching and training, use and application of personnel computers for word processing, presentations and data entry.

Ability to promote, market, develop, and implement skill training programs, to knowledgeably develop task analysis, to develop and deliver succinct presentations, to coordinate multiple tasks, to work with a high level of independence in managing time and work.

Minimum Training and Experience Requirements:

Graduation from a four year college or university, preferably with a degree in business or public administration, adult education, or related field and two years of progressive experience in industry, personnel, business management, labor management preferably involving apprenticeship and training programs, or an equivalent combination of training and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions