

## EMPLOYMENT & TRAINING SPECIALIST I

This is technical and professional work in the Division of Employment and Training-NRCD in the monitoring and planning of federally funded employment and training programs.

As monitors employees act as field representatives in conducting on-site monitoring for program compliance and providing training and technical assistance to local groups, contractors, and grantees. Employees determine areas of weakness or non-compliance and provide training, technical assistance and corrective action solutions where necessary. Employees serve as the primary communication link between the local groups and the State office, giving information and guidance on programmatic aspects. As planners, employees assist in the design and preparation of the Rural Service Delivery Area plan(s) and provide support to private industry councils and local advisory planning committees. Employees perform needs analysis studies determine costs and program areas and handle procurement contracts in the initial planning stages.

Work is performed under the general supervision of a unit supervisor. Employees may perform other duties as required.

### I. DIFFICULTY OF WORK:

Variety and Scope - Work as a field representative involves conducting compliance reviews of the variety of programs and administrative systems relating to employment and training activities in the various local groups statewide. Employees conduct on-site reviews of the various local groups and provide technical assistance, training, and corrective action where needed. Employees conduct exit conferences and write reports summarizing findings. Work includes responsibility for keeping the Division aware of activities needs and problems in the fields as well as keeping the field up-to-date on policy changes and requirements. Work as a planner at this level involves the preparation of plans for a region of the Rural Service Delivery Area. Work focuses by definition, on a specific location or region rather than a statewide scope. Employees develop employment and training programs for their respective region(s) and assist local officials and councils in getting programs in place. Tasks and duties in both roles are generally similar and relate to common goals.

Intricacy - Work as a field representative requires applying state and federal guidelines and regulations to determine programmatic compliance and to recommend corrective action. Employees look at systems and programs in place\* determine if there are weaknesses and provide the necessary operational information and guidance. In planning work requires gathering information and labor market data from the region and various other sources analyzing and determining job needs and costs involved and writing a project description including occupational and participant needs. Employees coordinate the selection of service providers by developing requests for proposals and negotiating implementing and maintaining contracts. Employees maintain contact with and provide support and professional guidance to the local councils and committees.

Subject Matter Complexity - Work requires an understanding of the policies procedures, mission, and programs of DET. Federal guidelines and regulations must also be understood and applied.

Guidelines - Established work procedures, methods, criteria, and issuances are used by employees. Guidelines consist of agency, state and federal policies procedures and legislation which relate to federally funded employment and training programs and technical manuals from the U. S. Department of Labor.

## II. RESPONSIBILITY:

Nature of Instructions - Employees receive general instructions and guidance from respective supervisors. Planning calendars may be kept by supervisors with general parameters and deadlines in place.

Nature of Review - Written reports and correspondence are reviewed by supervisors on a regular basis. Evaluation of results of work are reviewed on-going and periodic conferences are held to discuss work.

Scope of Decisions - Decisions effect the establishment and operation of local groups contractors and grantees involved in the administration of employment and training programs.

Consequence of Decisions - Decisions directly effect the quality and effectiveness of employment and training programs and systems and indirectly the participants of these programs. Decisions could result in program cessation, restriction, or enhancement.

## III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires frequent contact with local groups and officials and program operators as well as with other Divisional staff internally.

Nature and Purpose - Contacts are for the purpose of explaining planning procedures and operational guidelines as well as for gathering information to make needs assessments.

## IV. OTHER WORK DEMANDS:

Work Conditions - Work is usually conducted in an office environment.

Hazards - Work may require travel and employees are exposed to normal driving hazards.

## V. RECRUITMENT REQUIREMENTS:

Knowledges, Skills and Abilities - Considerable knowledge of federal regulations and guidelines concerning employment and training programs and operations; DET policies and procedures; employment factors concerning target groups. General knowledge of federal regulations and guidelines in related areas, and of principles and practices of planning.

Ability to organize and analyze data and information relating to employment and training programs; ability to write reports; ability to develop working relationships and communicate effectively with other planners field representatives. Divisional staff and State, regional and local officials.

Minimum Education and Experience - Graduation from a four year college or university with a degree in public administration community development or planning, or business, and two years experience in public administration preferably involving federal grant administration; or graduation from high school with five years experience as described above; or an equivalent combination of education and experience.