

EMPLOYMENT & TRAINING UNIT SUPERVISOR

This is technical and supervisory work in the Division of Employment and Training-NRCD over the program development/implementation and monitoring activities carried out by the assigned unit.

Work involves supervision of one of the following activities:

- the planning and policy development and issuance for local groups and contractors;
- the development and maintenance of the various state level programs (set-asides) and performance standards as described in federal legislation, and the provision of staff support to the Governor's council and its various committees;
- the monitoring function of both programmatic and fiscal systems to ensure compliance with federal legislation and state policy, which includes provision of technical assistance and training to local groups and contractors, and the development and administration of an indirect cost plan.

Employees coordinate with other specialists and supervisors in planning and scheduling work. Work is performed under the general supervision of a section chief. Employees may perform other duties as required.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning-Work requires planning and coordinating the work operations of those employees responsible for monitoring local groups and contractors or for planning and policy development of the various programs of DET. Work involves establishing priorities and deadlines for completion of projects, within the given goals and objectives of the Division.

Organizing and Directing-Employees monitor projects and assign work schedules to assure completion within required time frames as mandated by the Employment and Training program. Work includes delegating assignments concerning the various state level programs, council support, policy development for local groups, contractors, and grantees, as well as scheduling monitoring visits of field representatives. Work also includes the adjustment and modification of work schedules and assignments to assure that work is completed.

Budgeting-Employees recommend expenditures or budget requests to their section chief. Requests may include additional personnel, travel, equipment, and supplies.

Training-Employees evaluate, in conjunction with the section chief, the training needs of staff and provide on-the-job training, seminars and workshops to spur professional growth.

Setting Work Standards-Employees review the work of subordinate staff engaged in program areas such as set-asides, council support, planning, policy development, and field monitoring to evaluate accuracy, quality, and effectiveness. Employees edit written work before passing it along to section chief for review and the Division Director for final approval.

Counseling and Disciplining-Employees may resolve minor complaints or problems with staff. Major problems involving disciplinary actions may be resolved in conjunction with the section chief and Division Director.

Performing Other Personnel Functions-Employees may participate in the interviewing, selection, promotion, reassignment and salary adjustment of staff in order to make a recommendation to the section chief. Approval rests with the Division Director.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised-Employees administratively and technically supervise staff involved in policy development and planning or staff involved in fiscal or program monitoring functions.

Number of Employees Responsible For-Employees are responsible for a staff of 4-7 employees.

III. EXTENT OF SUPERVISION RECEIVED - Employees receive general guidance on work in progress unless additional review is requested. Completed work such as policy issuances is reviewed more closely. Major changes in objectives and procedures are submitted for approval by the section chief and Division Director.

IV. SPECIAL ADDITIONAL CONSIDERATIONS - Staff is centrally located in Raleigh, but may be subject to travel.

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities-Thorough knowledge of federal regulations and guidelines concerning employment and training programs and operations, Division policies and procedures; employment factors concerning target groups. Considerable knowledge of federal guidelines and regulations in related areas and also of principles and practices of planning and accounting. Ability to prepare and edit technical reports. Ability to plan, supervise, coordinate and evaluate work of subordinate staff. Ability to establish and maintain effective working relationships. Ability to handle the more difficult technical problems encountered by subordinates.

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 four years progressive experience in public administration, preferably involving federal grants administration, and including one year in supervisor capacity; or an equivalent combination of education and experience.

Special Note: This is 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.