

ORANGE COUNTY CLASS SPECIFICATION

TITLE: EMPLOYMENT & TRAINING EXAMINER **GRADE:** 9

TITLE ABBREVIATION: E & T EXAMINER **TITLE NO.:** 6364

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: EMPLOYMENT & TRAINING ADMINISTRATION **DIVISION:**

SUPERVISOR'S TITLE: EMPLOYMENT AND TRAINING DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in all phases of development of enhanced employability of Employment & Training Administration program participants, through the identification and utilization of appropriate job training and placement opportunities in the community. The work primarily involves in-depth interviewing; making appropriate referrals; providing technical assistance to contractors, and sub-contractors; and the processing of a variety of forms and records ensuring participant eligibility within the framework of the various programs' guidelines and federal regulations. The work is performed under the general supervision of the Employment & Training Director. Supervision may be exercised over the work of clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Interviews potential program participants to ascertain eligibility, and to obtain and evaluate documentation and information related to prior work experience, education, specific skills, and personal and social background;
2. Assists program participants in formulating and modifying employability development plans, which may include remedial education, work experience, specialized skill training and related supportive services;
3. Participates at staff meetings and conferences to present and discuss participant goals, problems and progress;
4. May maintain and update participant program records, progress reports and evaluations, and may input same into the Management Information System (MIS);
5. May match job-ready program participants with available positions and make employment interview referrals;

6. May be out-posted to offices of other Departments or Agencies;
7. May prepare narrative and tabular records and reports;
8. May conduct 13-week reviews of employment status of former participants;
9. May establish contact and maintain liaison with sub-contractors, public agencies and private employers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of interviewing practices and procedures; good knowledge of Employment & Training Administration program objectives, practices and procedures; good knowledge of the cultural, environmental and personal factors influencing the lives of persons who are economically disadvantaged, low income, or unemployed; ability to establish and maintain effective working relationships with participants, private and governmental agencies and labor groups; **ability to fulfill travel requirements to field assignments;** ability to operate data entry equipment; ability to communicate effectively both orally and in writing; ability to understand oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or completion of sixty (60) semester credit hours; OR
- B) Graduation from high school or possession of a high school equivalency diploma and **two (2) years of experience in job placement, job training or determining eligibility for a social service, employment or training program.**

ADOPTED: 8/21/92

REVISED: 07/29/03 AG

EEO CODE UPDATE: 7/19/12

