

ORANGE COUNTY CLASS SPECIFICATION

TITLE: INFORMATION COORDINATOR, EMPLOYMENT & TRAINING PROGRAM **GRADE:** 9

TITLE ABBREVIATION: INFO COORDINATOR, E & T **TITLE NO.:** 6419

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** - **EEO CODE:** AS **FLSA CODE:** NE(2)

DEPARTMENT: COUNTY EXEC. **DIVISION:** EMPLOYMENT & TRAINING ADMINISTRATION

SUPERVISOR'S TITLE: FISCAL MANAGER, EMPLOYMENT & TRAINING

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the maintenance of an information reporting system for programs funded under the Workforce Innovation Opportunity Act (WIOA), the Department of Labor and the Department of Social Services. The essential nature of the work is such that the incumbent is responsible for a management information system designed to facilitate the uniform compilation and analysis of programmatic data necessary for reporting, monitoring and evaluation purposes. Work is performed under the general supervision of the Director of Employment & Training with leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Operates computer to perform data input and retrieval;
2. Maintains records on selected characteristics of applicants (eligible and ineligible), participants and terminees, to comply with requirements of funding sources;
3. Submits regularly scheduled reports and occasional reports on special topics;
4. Compiles detailed socioeconomic program participation and outcome information on each program participant;
5. Communicates policies related to management information system to staff and subcontractors;
6. Works with subcontractors to verify information and ensure timely submission of required reports;
7. Makes such refinements as are necessary to provide for compatibility of the Employment & Training Administration's management information system with those of other service-providing organizations;

8. Works to remain up-to-date on rules and regulations governing programs offered under the provisions of funding sources;
9. Conducts follow-up reviews of employment status of former participants.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern office practices, procedures and equipment; good knowledge of data processing systems; good knowledge of Employment & Training Administration program objectives, practices and procedures; skill in organizing, interpreting and analyzing numerical data and narrative information relevant to Employment & Training programs; skill in the use of computers; skill in organization; ability to evaluate operations and resolve problems in system; ability to communicate effectively both orally and in writing; tact; courtesy; thoroughness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of a sixty (60) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and one (1) year of office clerical experience in the human service field; OR
- (B) Graduation from high school or possession of a high school equivalency diploma, and three (3) years of office clerical experience, one (1) of which shall have been in the human service field; OR
- (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

REVISED: 12/21/17 AT