

EMPLOYMENT CONTRACTS SPECIALIST

DEPARTMENT: Tioga Co. Employment and Training
CLASSIFICATION: Competitive
SALARY GRADE: To Be Determined
ADOPTED: 9/11/07 (Reso 227-07); Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for negotiating and implementing On the Job Training (OJT) contracts in accordance with Federal, State and Local laws, and departmental operating procedures. The incumbent works with contracted businesses and Office of Employment and Training staff to ensure clients success in the OJT program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Monitors OJT participants for compliance to negotiated contracts;
- Conducts workshops for agency clients outlining rules, regulations and guidance on creating employer interest in OJT;
- Prepares brochures and mailings explaining OJT program and benefits;
- Monitors participant attendance and training progress to ensure compliance with OJT requirements;
- Interviews clients to determine suitability of OJT programs;
- Processes claims for payment in accordance with specific terms and conditions of each contract;
- Acts as a liaison between employers and program participants;
- Meets with community groups and organizations to disseminate program information;
- Maintains personnel and employment records on participants as well as statistics on program activity;
- Telephones and visits potential employers to explain program, including incentives.

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of contract monitoring and evaluation methods and techniques; Good knowledge of the methods and techniques used in job development; Good knowledge of Federal, State and Local regulations pertaining to the program; Ability to promote the program and participants through public relations techniques; Ability to prepare correspondence and reports; Ability to establish and maintain effective relationships; Ability to interview and make accurate assessments of both employer's and participants' needs, abilities and interests; Ability to effectively express information effectively both verbally and in writing; Good judgment; Integrity; 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 a Bachelor's degree in public or business administration, industrial or labor relations, social science, human services or closely related field and two (2) years full-time paid experience in reviewing, developing, evaluating, or monitoring contracts and/or programs; **OR**
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in public or business administration, industrial or labor relations, social science, human services or closely related field and four (4) years full-time paid experience in reviewing, developing, evaluating, or monitoring contracts and/or programs; **OR**
- c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience as defined in A) and B) above; **OR**
- d) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.