

APPRENTICESHIP TRAINING DIRECTOR

KIND OF WORK

Direction and promotion of the apprenticeship training program.

NATURE AND PURPOSE

The employee in this class has statewide responsibility for developing and directing voluntary apprenticeship training programs through personal contacts with employer and employee groups, and for acting as a consultant on technical problems related to such programs. Policies are determined through conference with the Commissioner of the Department of Labor and Industry and the Minnesota Apprenticeship Council, but the employee is given wide latitude in carrying out these policies. Review received from the Commissioner is for effectiveness of the program.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Arranges and attends conferences of committees composed of management and trade representatives, for the purpose of developing apprenticeship plans for a given trade.

Acts as consultant in assisting local apprenticeship committees on technical problems.

Reviews training plans and programs for conformity with requirements of the Minnesota Voluntary Apprenticeship Law.

Gives final approval of apprenticeship agreements meeting minimum state and federal standards.

Acts as Secretary of the Apprenticeship Council and the State joint apprenticeship committees for each trade.

Addresses school, civic, management and labor groups interested in the apprenticeship training program.

Hears and adjusts complaints of violation of apprenticeship agreements.

Supervises the work of the Apprenticeship Training Field Representatives.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

thorough knowledge of the Minnesota Voluntary Apprenticeship Law and applicable federal laws and regulations.

thorough knowledge of the principles and practices involved in the formulation of apprenticeship standards.

thorough knowledge of the organization, functions and procedures of trade unions, and employers' associations together with a general knowledge of industrial occupations and processes.

considerable knowledge of industrial labor conditions and employment trends with emphasis on the skilled trades.

Ability to:

develop forms and procedures, keep records and prepare reports.

meet employer and employee groups and to establish effective working relationships.

speak effectively and gain the confidence of groups and individuals.

Est.: 11/27/41
Rev.: 7/3/68
Checked: 10/8/74
Ckd. 8/92

T.C.: 10/8/74
Former Title(s): Apprenticeship
Training Supervisor