

APPRENTICESHIP TRAINING FIELD REPRESENTATIVE, SENIOR

KIND OF WORK

Professional field work in the organization, development and supervision of apprenticeship in recognized skill occupations and other formalized training programs in a wide variety of occupations.

NATURE AND PURPOSE

Under limited supervision, develops apprenticeship programs and on-the-job training programs, evaluates programs against approved criteria, and reviews operating programs for compliance with federal and state regulations; performs related work as required.

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

Recommends apprenticeship standards for the highly skilled trades and initiates contact with management and labor to form local or state joint committees for assisting applicants in obtaining apprenticeship training through personal contacts with employer and employee groups to explain statute, regulation and program requirements, to respond to questions and to provide specific support as appropriate.

Advises local committees on the technical and complex problems in the planning, establishing, and maintaining of training programs by reviewing past training formats, discussing future needs, inspecting training facilities and staff, verifying training records, conducting on site compliance reviews, facilitating program changes or amendments, and by maintaining contacts with employers and apprentices.

Interprets and transmits the policies of the Commissioner of Labor and Industry and the Minnesota State Apprenticeship Council to local joint committees and departmental field staff by meeting with employers to explain statutes and regulations.

Coordinates efforts of the division, in conjunction with those of the Veterans Administration and other interested groups, to include veterans in apprenticeship programs by maintaining current knowledge of Veterans Administration regulations, by evaluating proposed programs against approved criteria, and by explaining regulations to sponsors.

Confers with employers, employee groups, joint apprenticeship committees, the Human Rights Department and civil rights organizations with regard to federal and state laws and regulations relating to discrimination and attempts to resolve problems as they arise by maintaining ongoing communications with recruiting representatives regarding opportunities for dispared group members, by answering correspondence and providing information, by observing interviews, and by serving as a mock interviewer for joint boards.

Speaks before labor, management, civic and other groups interested in the apprenticeship programs to promote Apprenticeship programs in Minnesota, by working with high school and junior high school groups to explain programs and requirements, by representing the Division on committees or task forces, and by attending special functions such as evaluations or completion exercises.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Techniques and practices used in training for the skilled trades sufficient to evaluate for program components, recommend changes or amendments, promote and explain to interested parties;

State and federal laws pertaining to apprenticeship training sufficient to interpret and explain to management, labor, candidate groups;

Standards and policies governing apprenticeship in Minnesota sufficient to explain, to interpret, and to assess compliance;

Business practices in on-the-job training establishments and job opportunities in a wide variety of occupations sufficient to evaluate proposed changes or recommend for or against changes, assess program needs;

Labor/management problems and trade union organization, operations and practices sufficient to understand existing structures, assess impacts of and value of apprenticeship programs;

Policies and procedures of the Veterans Administration as they relate to apprenticeship and on-the-job training programs for purposes of including veterans in apprenticeship, for assessing compliance of programs with regulations.

#### Ability to:

Evaluate training proposals in relation to established approved criteria, and advise training establishments in developing the content of training programs;

Present information orally sufficient to explain programs and gain the confidence of groups and individuals.

Est.: 11/17/71  
Rev.: 08/03/92

T.C.:  
Former Title(s):