

WORKFORCE DEVELOPMENT SPECIALIST 2

KIND OF WORK

Advanced professional and administrative specialized employment and placement program support work.

NATURE AND PURPOSE

Employees in this class are responsible for advanced non-supervisory work in a specialized Job Service Program or activity such as Older Worker, Handicap, Food Stamp, WIN, Youth, Federal Bonding, Agriculture, Migrant, Job Corps, Counseling or Placement. Employees are responsible for program planning, implementation, and providing technical assistance to Area Office staff. These employees also evaluate program operation and make recommendations for changes. Work is reviewed for conformance to established procedures and practices and is directed and controlled through conference and analysis of activity reports. Wide latitude is allowed employees in this class within the parameters of Federal and State statutes and regulations. Work involves considerable communications with Federal agencies and other organizations operating similar programs or which have major input. May involve lead work.

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

Monitors and evaluates field operation to determine compliance with programmatic procedures and guidelines.

Reviews and interprets Federal and State statutes and regulations to develop program guidelines and instruction:

Prepares Job Service Memos and Cost Center Manager Memos so that operational guidelines are clearly and uniformly conveyed.

Prepares training material and conducts training sessions or orientation for operations staff so that conformance to established practice and procedure is maintained.

Provides technical assistance and advice to operations staff so that services are effectively delivered.

Prepares reports on program activities and makes recommendations so that management will have a basis for decision making.

Develops and maintains contact with public and private sector employers and community groups to coordinate and promote the Job Service.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough knowledge of Job Service operations, programs and regulations.

Thorough knowledge of Federal and State laws relating to specific program.

Considerable administrative and organization skills to plan and organize program material.

Ability to interpret laws and regulations and apply them to operational procedures.

Ability to effectively communicate orally and in writing.

Analytical skills to evaluate program costs, services, operation and impact and recommend policy changes or program modifications.

Ability to establish and maintain working relationships with Area Office operations staff.

Ability to determine training needs, organize, and present appropriate material.

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Rev.:
Specialist 2

T.C.: 10/07
Former Title(s): Job Service Program