

CLASS SPECIFICATION FOR
Employment/Training Coordinator II

GENERAL STATEMENT OF DUTIES: Performs professional Capital Region Workforce Partnership (CRWP) service and program activities, and may give guidance on procedures, policies and regulations to staff, workgroups and Boards; develops employment and training programs; provides technical assistance on bids, proposals, contractual agreements, negotiations and monitoring to staff, workgroups and Boards; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class provides advice and consultation to staff, workgroups and Boards on employer, customer and community needs or problems; manages the activities of a special section or major component of a division; and provides coordination and technical assistance to other CRWP professionals, primarily in policies, procedures, rules and regulations, agreement and subcontract development and monitoring. An incumbent works with a minimum of supervision from the CRWP Director or Division Supervisor.

EXAMPLES OF WORK (illustrative only):

- Coordinates CRWP employment and training initiatives, to include training provider identification and approval, sectoral employment initiatives, and other special projects;
- Supervises the daily work of employees within the designated section or major component of a section;
- Coordinates all areas of program management for the special section to include program operation and fiscal controls;
- Develops, prepares, submits and/or presents all reports as required or as requested;
- Serves as the section liaison with local officials, businesses and other community partners to ensure resource sharing and the maximum amount of cooperation in responding to customer needs and service delivery strategies;
- Maintains data as required on special initiatives, organizational strategic goals and operational plans;
- Prepares special reports for the workforce system on the successes and challenges in meeting established workforce system goals for reporting and community relations, to include customer use and satisfaction, as well as return on investment statements.
- Ensures the existence and accuracy of performance reports and report cards as required by the many government and non-governmental funding sources that support the workforce investment system, and as required by Partnership policies and procedures;
- Reviews monitoring reports as required and addresses workforce center agreements and other delivery/agent problems as necessary;
- Recognizes trends in system and program operations and results, and makes recommendations for improvement and enhanced performance.
- Identifies opportunities for building the system in accordance with strategic plans, and prepares grant applications and partnership agreements as appropriate
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the structure and operation of government, community agencies and private business; ability to solve problems in response to a variety of system and program operation and management issues; ability to work independently; ability to lead, manage and partner effectively; ability to express ideas clearly and concisely, orally and in writing; ability to consider and weigh a variety of factors in making decisions or recommendations; ability to gather and analyze data;

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ability to synthesize multiple data and produce easily understood information for decision-making; ability to establish and maintain a good working relationship with customers, County officials, business leaders and public and private agencies; ability to systematically compile data and provide detailed program and financial reports.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree and two (2) years of professional experience in program and system planning, in serving the business community through economic and community development, workforce development initiatives, or in managing employee training and development initiatives; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

SPECIAL CONDITION: The continuing existence of positions in this classification is subject to and contingent upon funding levels provided by the federal government through the Workforce Investment Act (WIA).

ADDITIONAL REQUIREMENT: Some positions may require possession of a valid driver's license issued by the State of Virginia, as well as the ability to use computer applications for database development, web interaction, and mapping.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.