

CLASS SPECIFICATION FOR
Employment/Training Specialist

GENERAL STATEMENT OF DUTIES: Performs professional Workforce Investment Act (WIA) activities relating to client services, subcontractors and agency requirements in Capital Region Workforce Partnership (CRWP); does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class works with a minimum of direct supervision and has latitude in deciding procedures and methods to be used. Incumbent may carry own client caseload and serve as the Partnership's direct contact with client and service delivery agents. The employee maintains a thorough understanding of regulations, policies and procedures of WIA and the Partnership. May meet with agency heads, corporate heads, and other public and private officials in negotiating subcontract agreements. Work is performed under the supervision of a Division Supervisor or Employment/Training Coordinator.

EXAMPLES OF WORK (illustrative only):

- Develops and executes outreach activities in coordination with Partnership plan and in response to division needs;
- Interviews, assesses, and makes preliminary WIA eligibility determination for clients, developing employability plans and making recommendations for client enrollment and specific program components;
- Acquires and utilizes information regarding existing resources such as testing, GED classes, skill training, transportation options, current local job market, general labor market trends, and other agency services;
- Maintains a roster of clients enrolled and serves as coach and monitor of clients' performance and compliance with employability plan;
- Is responsible for client time sheets, records, payroll documentation, travel and other supportive payments, check distribution and other related client service processes;
- Maintains data as required on client caseload and related program activities for reporting purposes and for monitoring of client enrollment and expenditure levels;
- Recognizes trends in program operation and results and makes recommendations for and assists in developing corrective action plans;
- Performs desk audits of participant files, contracts, time and attendance records and payroll information;
- Assesses performance goals and results;
- Organizes and schedules monitoring visits, notifying and coordinating those visits with appropriate personnel;
- Draws statistical samples of participants and contracts for review;
- Verifies eligibility determinations on all applicants prior to program enrollment;
- Documents eligibility findings;
- Maintains contacts with employers, schools, human service agencies, the local State employment services office and any other persons or agencies who may provide applicant eligibility information;

Employment/Training Specialist (continued)

- Maintains an up-to-date knowledge of legislative, regulatory and program policy changes;
- Follows up on individuals who have been terminated from Partnership programs to gather data which will provide quantitative data on program results and benefits;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the resources available in the federal, State, and local governments, community agencies and private businesses; ability to work independently and to maintain a flexible but efficient work schedule; ability to express ideas clearly and concisely, both orally and in writing; ability to consider and weigh a variety of factors including decisions and/or recommendations; ability to establish and maintain a good working relationship with clients, public and private agencies, and the employer community; ability to meet and work with government and business officials.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree and one (1) year of experience in public agencies; 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.

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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.