

CAI INSTRUCTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Commissioner of Family and Workforce Services, the incumbent serves as Special Assistant to the Executive Director of the Capital Region Workforce Investment Board (WIB). The CAI Instructor creates and maintains databases and trains WIB staff in their use. The incumbent facilitates web-based training sessions for the WIB and staff of the One Stop Centers, and produces reports as required. Supervision and training is exercised over support staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Maintains Policy Logs for the Capital Region Workforce Investment Board (WIB) and Youth Council;
- Sets up and facilitates web-based training sessions for WIB members and staff;
- Creates/maintains databases for employer grants, and the tracking of library materials and business contacts;
- Trains staff in the use of databases;
- Creates a variety of templates in Microsoft Word and trains staff in their use;
- Establishes and manages a computer lab for computer-aided instruction, GED preparation and software instruction;
- Creates and updates WIB calendars;
- Assists with planning and preparation for WIB committee meetings;
- Attends all WIB meetings and records minutes;
- Maintains WIB meeting attendance records;
- Updates WIB website;
- Sets up and supports the Mitra (One Stop Center tracking system) swipe system in the three One Stop Centers;
- Attends training sessions for Mitra Swipe System;
- Trains One Stop Center staff in use of swipe system;
- Researches software upgrades;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the New York State Department of Labor One Stop Operating System (OSOS);
- Good knowledge of personal computers (including Microsoft Word, Excel, Access, PowerPoint and Publisher) and office equipment;

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- Ability to set up and facilitate multimedia presentations;
- Ability to train and supervise the work of others;
- Ability to design/maintain software for WIB and OSOS records;
- Ability to plan and facilitate web-based training sessions;
- Ability to maintain a high degree of professionalism;
- Ability to carry out project assignments requiring a high degree of initiative;
- Ability to prepare reports;
- Ability to analyze reports and other data;
- Ability to get along with others;
- Ability to express ideas clearly and concisely both orally and in writing;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Bachelor's Degree and four (4) years fulltime paid experience in Computer Information Systems or related field; **OR**
- b. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and six (6) years fulltime paid experience in Computer Information Systems or related field; **OR**
- c. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of satisfactory fulltime experience in the operation of computer and related peripheral data processing equipment.