

WORKFORCE INVESTMENT LIAISON

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for planning, coordinating and administering a wide variety of regional employment and training programs for the Capital Region Workforce Investment Board. The incumbent in this position provides fiscal, economic and technical information to program plans in order to improve job skills of unemployed, under-employed and economically disadvantaged clients, and to improve the total employment opportunities for the Capital Region. The work is performed under administrative direction with leeway allowed for the exercise of independent judgement. General supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

- Acts as liaison with representatives of government agencies, private industry, labor and non profit organizations in order to facilitate participation in employment and training agency activities;
- Directs the planning, development and implementation of federal employment and training programs;
- Oversees the preparation and execution of contracts with private industry, training or educational institutions, as well as federal, state and local governments relative to the local Employment and Training Program;
- Directs the development of procedures for reviewing and evaluating the WIB's Employment and Training programs;
- Provides technical interpretation and assistance to the WIB;
- Educates business customers on available employment services and financial incentives and other advantages of using agency services;
- Provides technical information such as competitive wage and labor market information;
- Promotes appropriate programs to qualified employers; maintains files on data collected for future use;
- Compiles information and submits a variety of reports to management regarding staff, production or special projects;
- Monitors on-the-job training contracts to ensure compliance by both business and job seeking customers;
- Engages in rapid response activities to address the needs of business and job seeking customers in layoff situations;
- Promotes workforce investment resources;
- Participates in cooperative agency meetings, attends community sponsored workshops, and maintains liaison with Chamber of Commerce, industrial development agencies, personnel associations and other community organizations;

SEE REVERSE SIDE

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment;
- Thorough knowledge of local occupational conditions and trends;
- Good knowledge of concepts and methods used in the development and maintenance of management information systems;
- Ability to plan and supervise the work of others;
- Ability to establish and maintain effective working relationships with customers of the agency;
- Ability to prepare complex and detailed tabular and narrative reports;
- Ability to analyze and interpret complex data;
- Ability to deal with others tactfully and effectively;
- Integrity;
- Accuracy;
- Resourcefulness;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Bachelor's Degree in public administration, business, industrial/labor relations or a closely related field and four (4) years of professional fulltime paid experience in employment and training programs; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and six (6) years of fulltime paid experience as defined by the limits of (a); **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A), or (B) above.