

## EMPLOYMENT PROGRAM ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Employment Service, Work Incentive, Wage and Hour, Senior Community Service, Workmen's Compensation or Comprehensive Employment and Training Act employment programs.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Administers employment programs and activities in accordance with applicable laws, rules, regulations and policies; formulates policies and operating plans relating to particular employment program; interprets and administers policies as approved and directs the implementation of policies by recommending, analyzing, and evaluating operating methods and procedures.

Organizes and/or conducts labor recruitment and job development program; directs the selection, referral, placement and counseling of workers including selective job placement programs for veterans, older workers, alien labor certification and others.

Directs the gathering, review and evaluation of data, contracts, costs and the preparation of reports; reviews and analyzes records and reports and investigates discrepancies.

Prepares budget, facility, equipment, material, and personnel planning for assigned employment program area.

Represents the Director in matters related to sphere of assigned responsibility; meets with and addresses representatives and personnel of related government agencies, employer, labor and civic organizations.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the federal and local laws, regulations, policies and procedures pertaining to the assigned area of employment program responsibility.

Knowledge of the principles and practices of public administration as they apply to the administration of employment programs.

Ability to administer employment programs and activities.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

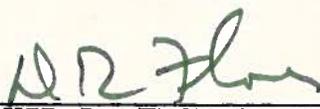
MINIMUM EXPERIENCE AND TRAINING:

(a) Six years of technical experience in employment service, personnel, or labor relations work, one year of supervisory experience and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980

Pay Grade: ~~EN~~ N

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission