

INDEPENDENT MONITORING UNIT ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Plans and directs the monitoring functions and activities of the CETA program to insure compliance with federal regulations and requirements.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans and directs the Independent Monitoring Unit of the Agency of Human Resources, responsible for insuring that the CETA program is implemented in accordance with federal statutes and requirements.

Establishes, interprets and explains operating guidelines and pertinent provisions of the Comprehensive Employment and Training Act and related laws and regulations.

Prepares findings and recommendations for corrective action where violations of the Act, contractual agreements or regulations are identified.

Reviews and reports on the plans/procedures and subrecipient's capability to administer programs and related activities.

Prepares budget estimates and required reports for program area; administers agency policies for personnel, training and safety.

Evaluates program effectiveness and recommends appropriate changes to enhance improvements.

Directs the maintenance of records on all expenditures of CETA funds.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of auditing principles and techniques to ascertain compliance to laws, regulations and pertinent program requirements.

Knowledge of the principles and practices of public administration.

Ability to administer the programs and activities of the Independent Monitoring Unit relative to the CETA program.

Ability to interpret, apply and make decisions in accordance with laws, regulations and other program guidelines.

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Ability to enforce pertinent laws, regulations and other program requirements with tact, firmness and impartiality.

Ability to evaluate program effectiveness and initiate/recommend changes in organization, procedures and guidelines to enhance improvements.

Ability to establish monitoring procedures and guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing..

Ability to maintain records and prepare reports.

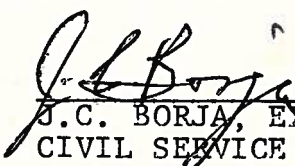
MINIMUM EXPERIENCE AND TRAINING:

a) Four years of experience as a Federal Programs Examiner or Federal Programs Coordinator or equivalent work and graduation from a recognized college or university with a Bachelor's degree; or

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

Established: July 1983

Pay Range: 35



J.C. BORJA, EXECUTIVE DIRECTOR
CIVIL SERVICE COMMISSION