

Economic Growth & Development
Department of Workforce Development
AGENDA
November 22, 2022

Committee Members: WILD, McDevitt, Hogan, Strough, Leggett, Frasier and Magowan

I. Committee meeting called to order by Chairman

II. Motion to approve minutes of prior Committee meeting

III. Action Agenda/New Business:

1. Resolution Request to amend budget to include the revenue from the Y-ReConnects grant outlined in the agreement with Warren County Probation.
Rationale: The program is now in implementation status so the expenses and staff hours are billable to the grant.
2. Resolution Request for a new agreement with Crandall Public Library.
Rationale: ARPA funding provided the ability to purchase technology to address the digital divide challenges in the community and new laptops will be available via a loan process when a local resident needs a laptop computer for educational or workforce purposes.
3. Resolution Request to renew Intent to Fill for part-time Office Specialist.
Rationale: Civil Service is still waiting on the exam results.
4. Resolution Request: Intent to Fill for Employment & Training Counselor II (Youth).
Rationale: There was a resignation effective November 4, 2022.

IV. Referral/Pending Items

V. Information for Discussion/Review

- I. General workforce development updates

VI. Privilege of the Floor and public comment (please allow for 15 second delay on live stream meetings)

VII. Motion to adjourn

Attachments:

- A. Resolution Request to Amend Budget
- B. Copy of executed Y-ReConnects contract
- C. Resolution Request for a New Contract
- D. Draft Agreement with Crandall Public Library
- E. Intent to Fill- PT Office Specialist
- F. Job Description- Office Specialist
- G. Intent to Fill- E&T Counselor II
- H. Job Description E&T Counselor II

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Department of Workforce Development

DATE: November 22, 2022

(a) Purpose of Amendment:

The Y-ReConnects grant outlined in the agreement with Probation (Resolution 127 of 2022) includes \$6,840.00 for employment mentoring services.

(b) Appropriation Code, Object Code, Full Title and Amount:

**40.6293.0357 110 40.6293.0357 434 40.6293.0357 810 40.6293.0357 860
40.6293.0357 130 40.6293.0357 830 40.6293.0357 831 40.6293.0357 865
Y-ReConnects Grant, \$6,840.00**

(c) Revenue Code (with title), and Amount:

40.6293.0357 4791 Y-ReConnects Grant \$6,840.00

SERVICE PROVIDER AGREEMENT

THIS AGREEMENT (the "Agreement"), is made by and between the WARREN COUNTY PROBATION DEPARTMENT ("County"), a municipal corporation of the State of New York, having a principal place of business located at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845, and WARREN COUNTY EMPLOYMENT & TRAINING ADMINISTRATION ("Provider"), 333 Glen Street, Suite 300, Glens Falls, New York 12801. The County and the Provider are referred to herein individually as a "Party" and collectively as the "Parties."

1. The County and the Provider agree that the Provider shall provide mentoring services in association with the Y-ReConnects Grant.

2. In consideration of the services to be provided by the Provider, the County shall pay the Provider a sum not to exceed Six Thousand Eight Hundred Forty Dollars (\$6,840), as defined in Schedule "A." The County shall not be liable to the Provider for any additional work or other services and/or expenses unless otherwise agreed to in writing by the County and signed by the County's duly authorized representative. The County shall make payments within thirty (30) days after the services have been completed and an invoice has been received.

3. Relationship of the Parties:

- a. The relationship of the Provider to the County, individually, arising out of this Agreement shall be that of an independent contractor. The Provider, in accordance with its status as independent contractor, covenants and agrees that it will conduct itself in a manner consistent with such status, that neither Provider, nor any member thereof, or person, firm, company, agency, association, corporation, or organization engaged by Provider as expert, consultant, independent contractor, specialist, trainee, employee, servant or agent will hold himself out as, or claim to be, an officer or employee of the County by reason hereof, and that it will not by reason hereof, make any claim, demand or application for any right or privilege applicable to an officer or employee of the County including, but not limited to, workers' compensation coverage, disability coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.
- b. All personnel of the Provider shall be within the employ of Provider, which alone shall be responsible for their work, direction and compensation. Nothing in this Agreement shall impose any liability or duty on the County on account of any acts, omissions, liabilities or obligations of the Provider or any person, firm, company, agency, association, corporation, or organization

engaged by Provider as expert, consultant, independent contractor, specialist, trainee, employee, servant or agent, or for taxes of any nature, including, but not limited to, unemployment insurance, disability coverage, and workers' compensation, and Provider hereby agrees to indemnify and hold individually harmless the County against any such liabilities.

4. The following documents are now in existence and shall be deemed a part of this Agreement and are incorporated by reference as though fully set forth in their entirety: this Agreement; Schedule "A;" and Warren County Resolution No. 127 of 2022. These documents are attached to this Agreement. In the event that conflicts are found to exist among the documents, this Agreement shall govern.

5. The Provider represents that they have complied with all federal and state laws regarding any applicable licenses that may be required to carry out the work to be performed under this Agreement.

6. Any type of discrimination and harassment is against Warren County policy and is unlawful. Provider acknowledges and agrees that they have read the entire Warren County Policy Against Discrimination and Harassment. The Warren County Policy Against Discrimination and Harassment applies to all personnel in a contractual or other business relationship with the County. This Agreement incorporates the entire policy as a material term of this Agreement. Provider shall follow the policy in its entirety. If a complaint does arise, Provider is to notify Warren County promptly. To the fullest extent permitted by law, Provider shall indemnify, hold harmless and defend Warren County, its Board, officers, employees and volunteers against any and all losses, claims, actions, demands, damages, liabilities, or expenses, including but not limited to attorney's fees and all other costs to defend, resulting from Provider and/or agent's breach of this policy.

7. The Provider, its employees, agents or servants agree not to disclose any data, facts or information concerning services performed under this Agreement or obtained while performing such services, except as authorized by the Department, in writing, or as may be required by law.

8. This Agreement shall commence on April 1, 2022 and terminate on March 31, 2023. The failure of either Party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

9. Either Party may terminate this Agreement with or without cause at any time or for convenience upon thirty (30) days written notice to the other Party.

10. Any notice given in connection with this Agreement shall be given in writing and shall be delivered either by hand to the Party or by mail or overnight delivery to the Party's address stated above.

11. All Parties agree that they have read and reviewed the attached Resolution, know and understand its contents. If the resolution incorporates a provision(s) limiting the payment amount of an agreement, all Parties acknowledge that the County of Warren will not be held liable for payment above that amount.

12. This Agreement may not be assigned, in whole or in part, by the Provider without express approval by the County in writing and signed by the County's duly authorized representative. Consent shall not limit County's right to enforce this provision on assigned Parties.

13. This Agreement may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument. Documents executed, scanned and transmitted electronically and electronic signatures shall be deemed original signatures for purposes of this Agreement and all matters related thereto, with such facsimile, scanned and electronic signatures having the same legal effect as original signatures.

14. The County shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the County's option to withhold, for the purposes of set-off, any moneys due to the Provider under this Agreement, or any other agreement with the County even if commencing prior to the term of this Agreement.

15. This Agreement shall be deemed executory only to the extent of moneys available to the County for the performance of the terms hereof and no liability on account thereof shall be incurred by the County beyond moneys available to or appropriated by the County for the purpose of the Agreement and, if applicable, that this Agreement shall automatically terminate upon the termination of State or Federal funding available for such Agreement purpose.

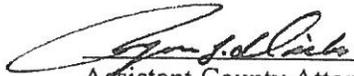
16. This is the entire Agreement of the Parties and cannot be changed or modified except by mutual written agreement and signed by the County's duly authorized representative. If any part of this Agreement shall be held unenforceable, the rest of this Agreement will nevertheless remain in full force and effect.

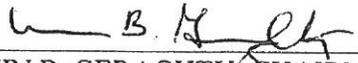
SIGNATURE PAGE TO FOLLOW IMMEDIATELY

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized officers of the respective Parties.

Approved as to Form:

COUNTY OF WARREN


Assistant County Attorney

By: 
KEVIN B. GERAGHTY, CHAIRMAN
Warren County Board of Supervisors

Date: 4/26/22

Date: 4/28/22

WARREN COUNTY EMPLOYMENT &
TRAINING ADMINISTRATION

By: 
LIZA OSCHENDORF, DIRECTOR

Date: 4/28/22

WARREN COUNTY PROBATION
DEPARTMENT

By: _____
ROBERT F. IUSI, JR., DIRECTOR

Date: _____



Itemized Budget for Warren County and Big Brothers Big Sisters Employment Mentoring program:

Warren County Youth Employment April Program Expense:

Intern Stipend (\$540 per youth) (54 hours x \$10 per hour)	\$2,160
Mileage:	\$400
Staffing:	\$850.32
Fringe Benefits:	\$8.68
Total Cost:	\$3,419

Warren County Youth Employment September Program Expense:

Intern Stipend (\$540 per youth) (54 hours x \$10 per hour)	\$2,160
Mileage:	\$400
Staffing:	\$850.32
Fringe Benefits:	\$8.68
Total Cost:	\$3,419

Warren County Youth Employment Total 2022 Expense for two Programs:

Warren County Youth Employment April Program Expense:	\$3,419
Warren County Youth Employment September Program Expense:	\$3,419
Warren County Youth Employment Total 2022 Expense:	\$6,838

Warren County Board of Supervisors

RESOLUTION NO. 127 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS GERACI, BRAYMER, SEEBER, DICKINSON, DRISCOLL, MCDEVITT AND DIAMOND

AUTHORIZING AGREEMENT WITH WARREN COUNTY EMPLOYMENT & TRAINING ADMINISTRATION TO PROVIDE EMPLOYMENT MENTORING SERVICES IN ASSOCIATION WITH THE Y-RECONNECTS GRANT FOR THE PROBATION DEPARTMENT

WHEREAS, the Director of Probation has requested to enter into an agreement with the Warren County Employment & Training Administration, in an amount not to exceed Six Thousand Eight Hundred Forty Dollars (\$6,840), to provide employment mentoring services in association with the Y-ReConnects Grant for a term commencing April 1, 2022 and terminating March 31, 2023, and

WHEREAS, the Criminal Justice & Public Safety Committee has approved the request for an agreement with Warren County Employment & Training Administration as outlined above, now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.3140 470 Probation, Contract.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Workforce Development

DATE: November 22, 2022

(a) Is this a Result of a Bid or Request for Proposal?

No.

(b) Purpose of Contract:

An agreement between the Crandall Public Library and the Department of Workforce Development will allow laptops and services to be shared in order to meet the technology needs in the community.

(c) Name of Contractor:

The Crandall Public Library

(d) Address of Contractor: **251 Glen Street, Glens Falls, NY 12801**

(e) Contractor's Contact Person and Telephone Number:

Kathleen Naftaly (518) 792-6508 ext. 288

(f) Has or will the Contract be provided, if so, please attach:

Attached.

(g) Commencement Date of Contract:

December 19, 2022

(h) Termination Date of Contract:

December 31, 2023

(i) Payment Provisions: i) lump sum amount

ii) hourly rate amount

iii) total amount not to exceed

iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

N/A

(j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:

American Rescue Plan Act purchased the equipment 40.6293.4999 220 \$30,000.00

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

Crandall Library and Warren County Department of Workforce Development
Agreement of Services and Shared Resources

Subrecipient:
Agency Name:

CRANDALL PUBLIC LIBRARY
Address:
251 GLEN STREET
GLEN FALLS, NY 12801

County:
WARREN COUNTY DEPARTMENT OF
WORKFORCE DEVELOPMENT

and Address:
333 GLEN STREET, SUITE 300
GLEN FALLS, NEW YORK 12801

THIS AGREEMENT is entered into as of December 19, 2022 and between The Crandall Public Library, with principal location of 251 Glen Street, Glens Falls, New York 12801, hereinafter referred to as the "LIBRARY", and WARREN COUNTY DEPARTMENT OF WORKFORCE DEVELOPMENT, located in the Warren County Career Center at 333 Glen Street, Suite 300, Glens Falls, New York 12801, hereinafter referred to as "PROVIDER."

The term "PROVIDER" as used herein includes all directors, employees, agents, subcontractors, assignees or representatives of Warren County Department of Workforce Development, or, in the case of an individual, the signatory to this Agreement which is providing goods or services under this agreement.

WHEREAS, the LIBRARY provides certain community services and educational resources to individuals from the surrounding communities; and collaborates with community partners as needed for implementation.

WHEREAS, PROVIDER provides training and employment related services and programs for residents and businesses via the Workforce Innovation & Opportunity Act (WIOA) and in partnership with community partners.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto mutually agree as follows:

1. PROVIDER agrees to supply up to 20 laptop computers to the LIBRARY for the loaning to local residents for educational or training purposes only. The PROVIDER will be responsible for the maintenance of the hardware and software of the laptop computers.
2. LIBRARY agrees to loan laptops those who can show proof of enrollment in a course or training; or proof of an employment related temporary need for a laptop computer. LIBRARY agrees to have each person sign a rental agreement that has been reviewed and mutually agreed upon by the PROVIDER and the LIBRARY. LIBRARY agrees to enforce the rental agreement and follow up with the renter as needed. LIBRARY agrees to report any laptop concerns or damages to the PROVIDER.

Both parties agree to share data and information that can be used for reporting purposes for the American Rescue Plan Act (ARPA) grant and collaborate on said report to submit to Warren County upon request or for any other reporting purposes about the use and impact of the equipment. Information coming from the Library may include some redacted information in order to adhere to patron confidentiality standards per New York State Law (NY CPLR - 4509).

This agreement will be renewed on an annual basis and can be cancelled at any time by either party.

In witness whereof, the parties hereto have caused this Agreement to be signed.

Crandall Public Library

Warren County

Signature

Date

Signature

Date

Kathleen U. Naftaly, Director

Typed Name and Title

Kevin Geraghty, Chairman

Typed Name and Title

Approved as to form: _____

County Attorney

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Workforce Development Payroll Dept. No: 40.6293
Title of Position: Office Specialist (Part-Time) Base Salary of Position: 36,414 FT 3A,550 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: 40.6293.300 130 (Part-Time Payroll) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: N/A Date of Vacancy: N/A
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 100 % State _____ % Other WIOA % _____

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. RP 11/15/22
Human Resources Director has approved this form when initialed. RP 11/15/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 11-15-2022

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth & Dev.
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 11/22/22

OFFICE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class performs a wide variety of complex clerical operations providing office support to administrative or professional staff. Specific duties will vary with the needs of the appointing authority. This position requires a full range of skills in the operation of a computer using various software applications to maximize equipment capabilities in compiling statistical information for various reports, setting up and maintaining automated records/ filing systems, and producing correspondence or other document reports. Other typical duties include providing information to the public or visitors regarding office procedures/services, processing forms, collecting fees and other related office tasks. The work is performed under the supervision of a higher-level supervisor allowing for some exercise of independent judgment in carrying out the details of the work according to prescribed policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides general administrative and clerical support to enhance the operation of the office to which the incumbent is assigned;
Utilizes automated word processing equipment to produce correspondence, forms, reports, statistical information and other office/department data;
Processes and maintains accurate and complete records and files of the activities of the department;
Compiles a variety of data from automated and manual office records and outside sources to create reports for staff, departments and governmental agencies;
Provides general information to the public, either over the phone or in person, about office programs or procedures;
Interfaces and coordinates with other departments or divisions;
May coordinate and implement new procedures;
May participate in trainings, workshops, meetings and/or committees relating to program areas;
Uses other software applications such as spreadsheets, calendar, e-mail and database software in performing assignments;
Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of office practices, procedures and terminology;
Good knowledge of the capabilities of computer software systems to produce various formats, such as correspondence, reports, tables, charts and file storage;
Working knowledge of the organization, functions, policies, rules and regulations that govern the unit to which appointed;
Ability to handle routine administrative details independently;
Ability to understand and follow complex oral and written instructions;
Ability to deal courteously and effectively with the public- in person, by phone or email;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software;
Attention to detail, discretion, courtesy, tact and dependability.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- a) An Associate's Degree or higher in Business Administration, Office Management or related field;
- b) An Associate's degree or higher and one year of paid office administrative or clerical experience which shall have included the use of computer applications or other automated systems; or
- c) Three years of paid office administrative or clerical experience which shall have included the use of computer applications or other automated systems.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

WC: 1993, 2014, 2017, 2022
JC: Competitive

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Workforce Development Payroll Dept. No: 40.6293
Title of Position: Employment & Training Counselor II, #2 Base Salary of Position: \$39,180 Grade: _____
Filling at Step # (If Known): _____ Not to exceed 32 hours per week
Budget code and title: 40.6293.310 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12049- Metcalfe Date of Vacancy: 11/5/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 100 % State _____ % Other WIOA % _____

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. Ray 11/15/22
Human Resources Director has approved this form when initialed. 11/15/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 11.15.22

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Dev.
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 11/22/22

EMPLOYMENT AND TRAINING COUNSELOR II

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for creating, developing, editing and/or teaching career readiness content to assigned individuals as well as providing more complex professional vocational guidance and related services to individuals participating in various aspects of the local Employment and Training program. Duties include assisting participants in formulating and modifying employability plans which may involve remedial education, work experience, specialized skill training, and related supportive services. The Employment and Training Counselor II is called upon to exercise sound professional judgment in formulating and carrying out plans to meet individual vocational problems faced by participants. Work is performed under the general supervision of a higher-level administrator who, as necessary, offers guidance and instruction on individual problem cases. Supervision may be exercised over the work of para-professional and clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Creates, develops, edits and/or teaches career readiness content to assigned individuals;
- Works collaboratively with the Director and department or community partners in customizing class and workshop training materials to each designated group for defined goals and intended outcomes;
- Performs vocational guidance functions with individuals with complex personal, social or vocational challenges who are participating in various aspects of the local Employment and Training program;
- Interviews and conducts intake assessments for clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal, and social background to aid in formulating employability or training plans;
- Formulates employability plans for participants of the program;
- Aids clients in obtaining support services as needed;
- Provides information to clients regarding job opportunities, training, or apprentice programs and vocational education;
- Makes home or work site field visits to discuss challenges and progress with clients, training agencies, and employers;
- May conduct orientation and/or informal informational sessions with client groups regarding career opportunities in the community;
- Maintains and updates client program records, employability plans, and progress reports;
- Visits community groups to promote the use of employment and training agency services;
- Participates in staff meetings and conferences designed to define client goals, challenges, and evaluate progress;
- May administer standardized vocational tests used in the evaluation of WIOA participant vocational skills and/or needs;
- Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments;
- Prepares a variety of narrative as well as tabular reports;
- Performs related office functions necessary to meet the needs of the Department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Thorough knowledge of training and educational programs sponsored by the Employment and Training agency;
- Good knowledge of concepts of the cultural, environmental, and personal factors influencing the lives of Employment and Training agency clientele;
- Good knowledge of training and educational programs sponsored by the Employment and Training agency;
- Good knowledge of interviewing practices and techniques;
- Good knowledge of sources of job placement;
- Working knowledge of federal, state, and local Employment and Training rules and regulations;
- Ability to evaluate client's vocational interests and aptitudes;
- Ability to establish and maintain effective interpersonal relationships with clients, employers, and training agencies while maintaining healthy professional boundaries;
- Ability to prepare, as well as interpret, narrative and tabular reports;
- Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Ability to communicate effectively orally;
- Dependability, tact, courtesy and neatness.

MINIMUM QUALIFICATIONS: Either:

- A) Bachelor's degree in social science, human services, education or related field and two years of experience in a social service agency, community action or community services agency involving direct client contact; or
- B) Associate's degree in social science, human services, education or related field and 4 years of experience in a social service agency, community action or community services agency involving direct client contact.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.