

**Economic Growth & Development**  
**Department of Workforce Development**  
**AGENDA**  
**January 24, 2023**

- I. Committee meeting called to order by Chairman**
  - II. Motion to approve minutes of prior Committee meeting**
  - III. Privilege of the Floor and public**
  - IV. Action Agenda/New Business:**
    - 1. Resolution Request for Intent to Fill Coordinator position.  
Rationale: The previous Coordinator has been provisionally appointed to the Youth Counselor position effective December 19, 2022.
  - V. Referral/Pending Items**
  - VI. Information for Discussion/Review**
    - I. General workforce development updates
  - VII. Privilege of the Floor and public**
- 

**Attachments:**

- A. Resolution Request for Intent to Fill
- B. Coordinator Job Description

# 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  
Title of Position: Employment & Training Coordinator Base Salary of Position: \$44,729 Grade: 8  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: 40.6293.300 110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 13444/(Kinderman)Galeno Date of Vacancy: December 19, 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.** POJ 1/1/23  
**Human Resources Director has approved this form when initialed.** 1/7/23

### 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 1/12/23

### 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 1/20/23

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Development  
 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 1/24/23

## EMPLOYMENT & TRAINING COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class is responsible for coordinating the vocational skills training and educational programs of a local employment and training program. Duties include planning, organizing and administering established agency educational and technical training programs in conjunction with other public and/or private agency partners, while also managing the documentation and reporting of services. In addition, the employee may conduct individual or group instructional sessions in specialized informational areas such as resume and job application preparation, interviewing best practices, professionalism, etc. The work is performed under the general supervision of a higher-level staff employee within the agency with leeway allowed for the exercise of independent judgment in following established policies and procedures. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, organizes and administers vocational skills training and educational programs of the local Employment & Training agency, often in conjunction with other public and private agency partners;  
Develops on-the-job training opportunities for program clients and supports existing agency programs;  
Builds and maintains agency partnerships that support agency goals and initiatives;  
Evaluates service program effectiveness through data analysis, post-program surveys, partner agency feedback or other methodologies;  
Makes visits to training agencies and/or worksites to assess client successes, discuss challenges, and maintain relationships with worksite partners;  
May conduct orientations and/or informational sessions with client groups regarding programs and opportunities;  
May meet with public and private agency representatives involved in the development of vocational training programs or other partnership initiatives to promote the use of Employment & Training services;  
Participates in staff meetings, trainings, and conferences to assess outcomes;  
Prepares a wide variety of narratives and reports related to program functions and outcomes;  
Performs related assigned duties required for efficient office operations.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of training and educational programs sponsored by an Employment and Training agency;  
Working knowledge of concepts of cultural, environmental, and personal factors influencing local citizens seeking employment;  
Working knowledge of online training methods and techniques;  
Working knowledge of the principles of vocational guidance and placement methods;  
Working knowledge of the principles of learning and instruction as they apply to training programs;  
Working knowledge of federal, state, and local employment and training rules, regulations, and policies as they apply to training in the educational aspects of the programs;  
Ability to establish and maintain positive working relationships with clients and partner agencies;  
Ability to demonstrate problem solving skills for individual needs as well as the collective needs of a group or program;  
Ability to multi-task and remain flexible;  
Ability to prepare narratives and reports and communicate professionally both orally and in writing.

**MINIMUM QUALIFICATIONS:** Either:

- A) Bachelor's degree in social science, human services, education or related field, or
- B) Associate's degree in social science, human services, education or related field and two (2) years of full-time experience in a counseling, casework, education, employment and training or other related field, or
- C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time experience in a counseling, casework, education, employment and training or other related field.

**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.