

Economic Growth & Development
Department of Workforce Development

AGENDA

February 23, 2023

McDevitt, Wild, Braymer, Strough, Magowan and Leggett

- 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 to amend budget to accept Warren County's investment in workforce development.
Rationale: The 2023 County Budget includes \$100,000 for workforce development initiatives not only for County residents but County employees.
 - 2. Resolution Request for Intent to Fill Summer Job Coach position
Rationale: The ARPA Committee allocated \$30,000 total to fund the temporary position of Summer Job Coach for the life of ARPA and the committee requested that the NOIF is resubmitted each year.
 - V. Referral/Pending Items**
 - VI. Information for Discussion/Review**
 - I. General workforce development updates
 - VII. Privilege of the Floor and Public**
 - VIII. Motion to Adjourn**
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Attachments:

- A. Resolution Request to Amend Budget
- B. Resolution Request for Intent to Fill
- C. Temporary Summer Job Coach Job Description

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: Workforce Development

DATE: February 23, 2023

(a) Purpose of Amendment: To include Warren County's investment of \$100,000 into workforce development programs and services for residents and County employees.

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

40.6293.0358 Warren County Workforce Investment \$100,000

40.6293.0358 810 (Retirement) \$12,000

40.6293.0358 860 (Hospitalization) \$13,000

40.6293.0358 433 (Training) \$50,000

40.6293.0358 444 (Travel/Education) \$5,000

40.6293.0358 410 (Supplies) \$10,000

40.6293.0358 220 (Equipment) \$10,000

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

40.6293.0358 5031 Warren County Workforce Investment \$100,000

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: Job Coach-temporary (summer) Base Salary of Position: \$41,213 Grade: 6
Filling at Step # (If Known): _____ Not to exceed 32 hours per week
Budget code and title: 40.6293.4999 130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13699-Tucker Date of Vacancy: 8/13/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State _____ % Other 100 % ARPA

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other Temp
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. PCW 2/10/23
Human Resources Director has approved this form when initialed. 13 2/10/23

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 2/10/23

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 2/17/23

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 2/23/2023

JOB COACH

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for developing and providing job site employment opportunities for students. In addition, the employee facilitates the student/employer relationship. Work is performed under the general supervision of a supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Meets with students to assess vocational, employment needs and interests;
Visits specific job sites and obtains all pertinent information concerning the specific position from the employer;
Assists in performing a job analysis specifying all job requirements and performance goals;
Assists program participant in other needs such as transportation, etc.;
Assists program participants with required program documentation, such as timesheets or career activity assignments/lessons;
Provides on-site instruction to workers on specific job responsibilities as required by the employer;
Maintains records on worker performance problems and methods for remediation through continued training at the work site;
Communicates performance concerns or challenges to supervisor or another designated staff member;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Does related work as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of available community employment resources;
Ability to carry out oral and written instructions;
Ability to express oneself clearly;
Ability to prepare written material;
Patience and tolerance;
Positive attitude;
Skill in dealing informally with students;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Associate's degree and one (1) year of experience in the field of employment interviewing, employment counseling, education or related field; or
- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the field of employment interviewing, employment counseling, education or related field; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time or volunteer experience will be accepted on a pro-rated basis.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.