

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8436500

Assistant Director Workforce Development & Training, M-4	8436500
Director Workforce Development & Training, M-5	8436700

Brief Description of Class Series

These positions are only classified at the Department of Labor and oversee the daily operations and activities of the Workforce Development and Training Bureau.

Distinguishing Characteristics

Assistant Director Workforce Development & Training: one position class; assists in directing the Workforce Development and Training Division; directly supervises Workforce Programs Managers 2.

Director Workforce Development & Training: non-competitive; one position class; directs the Workforce Development & Training Division.

Illustrative Duties

Assistant Director Workforce Development & Training: reporting to the Director Workforce Development & Training, assists in overseeing activities of the Bureau; assists in the day-to-day management of programs and procedures associated with the federal Workforce Innovation and Opportunity Act, and State-funded training programs; coordinates Bureau responsibilities relative to other State funded workforce development and training programs; coordinates the development, review, and analysis of contractors and sub-grantees action plans; assists in the preparation of annual and quarterly reports to the federal government; ensures workforce development programs adhere to the legislative intent; assists in implementing programs to alleviate or prevent unemployment and to better utilize the workforce through training; directs the collection and analysis of performance information; represents the Director at community/civil groups, employer/labor organizations, and educational associations to explain programs, initiatives, and problems; and represents the agency at national organization meetings.

Director Workforce Development & Training: reporting to an exempt Deputy Commissioner, NS, directs the activities for the Workforce Development & Training

Bureau; determines the overall programs and procedures to carry out based on the provisions associated with the federal Workforce Innovation and Opportunity Act and State-funded training programs; develops policies and programs to accomplish Bureau responsibilities for workforce development; directs the establishment of programs to alleviate or prevent unemployment and to better utilize the workforce through training or retraining workers; oversees the activities of the Bureau by establishing policies and procedures necessary to implement and administer contracts; directs and coordinates special programs; establishes and maintains contacts with other State agencies, federal departments, and contractors; represents the Department before community and civil groups, and employer and labor organizations; and coordinates all functions related to the State Workforce Investment Board and sub-committees.

Minimum Qualifications

Assistant Director Workforce Development & Training

Promotion: One year of service as a Workforce Programs Manager 2, M-3.

Director Workforce Development & Training

Non-Competitive: Twelve years of experience in financial management, contract development and monitoring of employment and training programs, human services, educational, or community service programs. Three years of this experience must have been at a managerial level.

Substitution: A bachelor's degree may substitute for four years of experience. A J.D. or master's degree may substitute for one additional year of experience. A Ph.D. may substitute for two additional years of experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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