

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8415500

Youth Program Supervisor, Grade 16

Brief Description of Class

Youth Program Supervisors provide career development services for individuals with intellectual and/or developmental disabilities who wish to obtain and/or maintain competitive employment within their communities. Incumbents coordinate employment programs, such as the Employment Training Program (ETP), Pathway to Employment, and Supported Employment (SEMP); provide technical assistance and guidance on program processes, policies, procedures, and regulations; and monitor employment services to ensure compliance with program requirements, and individuals' progress in achieving employment goals.

Positions are non-competitive and classified in the Office for People With Developmental Disabilities (OPWDD).

Distinguishing Characteristics

Youth Program Supervisor: full performance level; coordinates and monitors employment programs and services provided to individuals with intellectual and/or developmental disabilities within an assigned region.

Illustrative Duties

Youth Program Supervisor

Coordinates employment programs and services in an assigned region.

- Advises SEMP provider agencies, care managers, and residential staff to develop plans and services to help individuals obtain and maintain employment; and works with school districts to assist in transitioning students from high school to adult employment programs.
- Evaluates and approves individual application packets for ETP acceptance and eligibility, including review of psychological and psychosocial reports, life plans,

behavioral plans, work history, recommendations, and other information to determine candidates' acceptance.

- Interviews applicants, prepares interview summaries, and determines applicants' work readiness.
- Works with individuals and families to develop career plans for individuals; discusses work expectations; and provides clear outlines of qualifications needed for chosen occupations.
- Provides orientation to accepted individuals; outlines program requirements; and prepares required employment documents.
- Reviews and approves worksite placements developed by provider agencies; and ensures that positions match individuals' skills and abilities and are consistent with discovery reports.
- Teaches and presents job readiness and other classes; and prepares related materials and resources.
- Collects individuals' timesheets, calculates work hours, and submits payroll for individuals in ETP.
- Provides technical assistance related to OPWDD regulations, administrative memoranda, requirements, and processes regarding community prevocational, Pathway to Employment, and SEMP programs.
- Directs and guides SEMP provider agencies about the delivery of supported employment services through quarterly meetings.
- Negotiates with businesses and employers regarding individuals' job duties and paid hours; and works with businesses regarding individuals' progress.
- Prepares reports for Central Office regarding the number of participants, service delivery, and contacts with individuals and families.
- Recommends policy and procedural changes to OPWDD regulations and ETP programs.

Reviews and monitors the quality and quantity of services provided to individuals by provider agencies.

- Collects and evaluates provider service data and reports; monitors job development and discovery services to ensure timely delivery; and meets with providers to discuss and resolve challenges and programmatic concerns.

- Visits worksites and meets with employers to determine if individuals are meeting business expectations; facilitates progress meetings; and ensures adherence to policies and program requirements.
- Determines and documents individuals' vocational progress; completes progress reports; and identifies additional programmatic needs.

Minimum Qualifications

Youth Program Supervisor

Non-Competitive: five years of professional experience in a human services program providing occupational guidance to disadvantaged youth or individuals with intellectual and/or developmental disabilities.

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 which were 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.

Date: 2/2026

SLN