

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

Classification Standard

**Occ. Code 8420100**

<b>Assistant Director Employment Services, M-5</b>	<b>8420100</b>
<b>Director Employment Services, M-6</b>	<b>8420000</b>

Brief Description of Class Series

These positions direct and oversee the daily operations and activities of the Division of Employment and Workforce Solutions. This Division manages and administers employment related services to businesses and workers in New York State, such as the One Stop Career Centers, by working with the private and public sector to create job opportunities, and offering job counseling services.

These positions are classified only at the Department of Labor.

Distinguishing Characteristics

*Assistant Director Employment Services:* one position class; assists in directing the Division of Employment and Workforce Solutions; directly supervises Employment Services Managers.

*Director Employment Services:* non-competitive; one position class; directs the Division of Employment and Workforce Solutions.

Illustrative Duties

*Assistant Director Employment Services:* reporting to the Director Employment Services, oversees the operations and activities of the Division; plans, organizes, and directs the formulation of policies, procedures, standards, and guidelines related to Division responsibilities; assists in overseeing the administration of the State's reemployment program to reduce unemployment insurance duration; conducts review and analyses of Division operations to ensure statewide uniformity in meeting operational mandates and guidelines; ensures the appropriate application of legal decisions and interpretations of law through training of professional staff; meets with staff to discuss procedures, productivity, problems, and to correct deficiencies; advises and consults with the Director concerning existing or potential operational challenges resulting from the passage of legislation; reviews and evaluates proposed legislation to determine impact on program operations; acts as liaison between the Division, other

Divisions at DOL, outside agencies, federal departments, and employment program providers; supervises office staff and conducts performance evaluations; plans staff work, deployment of staff, and use of resources to effectively serve varying workload fluctuations; assigns staff to meet service delivery requirements; and represents the Director at State-level meetings of groups such as the Chamber of Commerce, Job Service Employer Committees (JSECs), the Workforce Investment Board, and the Business Council.

*Director Employment Services:* reporting to a Deputy Commissioner, plans, directs, and oversees all programs and activities within the Division of Employment and Workforce Solutions (DEWS); establishes general operation policies, plans, and work programs; formulates programs for improving the service delivery network of the Unemployment Insurance program, and other employment programs; oversees and reviews One-Stop center operations and programs and recommends or initiates changes and improvements; conducts conferences and negotiations with local, State, and federal officials in matters impacting service delivery policies and programs; and collaborates with the Unemployment Insurance Division on programs with inter-divisional overlap.

#### Minimum Qualifications

##### *Assistant Director Employment Services*

Promotion: one year of service as an Employment Services Manager 3.

##### *Director Employment Services*

Non-Competitive: Thirteen years of administrative experience in either a private or public sector organization providing financial, human, workforce, educational, or social services. At least four years of that experience must have been in a management capacity involving responsibility for the development, oversight, and/or assessment of policies and programs related to workforce development and reemployment services and the direction and coordination of the major operations of such programs.

Substitution: A bachelor's degree may substitute for four years of the general administrative 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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