

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

Classification Standard

Occ. Code 8460520

Job Training Partnership Specialist 2, Grade 23	8460520
Job Training Partnership Specialist 3, M-2	8460530

Brief Description of Class Series

Positions in this title series assist in implementing Department of Labor (DOL) career and workforce development efforts. They coordinate efforts to prepare youth for careers and/or higher education; improve linkages between schools and employers; and modernize services offered by the Department.

Distinguishing Characteristics

Job Training Partnership Specialist 2: full performance level; assists in implementing prioritized career and workforce development efforts by the Department of Labor; engages workforce professionals, community leaders, and the public in education and employment discussions and projects.

Job Training Partnership Specialist 3: supervisory level; implements prioritized career and workforce development efforts by the Department of Labor.

Illustrative Duties

Job Training Partnership Specialist 2 & 3

Assists the Division of Employment and Workforce Solutions (DEWS) leadership team in the implementation of prioritized career and workforce development efforts.

Assists the Division in promoting a strong economy by building a prepared and competitive workforce.

Assists the Division in modernizing services to offer virtual services, and other projects as assigned.

Assists with efforts to connect jobseekers to new industries in New York State.

Engages workforce professionals, policy makers, and the public in education and employment discussions.

Assists with the implementation of higher education projects to provide access for under-employed individuals.

Assists in the continued expansion of the New York Systems Change and Inclusive Opportunities Network to increase the capacity of New York State Workforce Development Areas service delivery.

The Job Training Partnership Specialist 3 may perform all the duties of a Job Training Partnership Specialist 2, and performs the full range of supervisory responsibilities for staff assigned.

Minimum Qualifications

Job Training Partnership Specialist 2

Non-Competitive: seven years of experience conducting research or analyzing the economic, political, or social impact of governmental programs applicable to job training, human resource development, or providing services in programs where the primary objective is to provide employment. A bachelor's degree may substitute for four years of experience. A master's degree in public affairs, public administration, political science, or a related field may substitute for one year of experience.

Job Training Partnership Specialist 3

Non-Competitive: Nine years of experience conducting research or analyzing the economic, political, or social impact of governmental programs applicable to job training, human resource development, or providing services in programs where the primary objective is to provide employment, including one year of supervisory experience. A bachelor's degree may substitute for four years of experience. A master's degree in public affairs, public administration, political science, or a related field may substitute for one year 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.

10/2024

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