

CONTRACTS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for negotiating and implementing On the Job Training (OJT) contracts in accordance with Federal, State and local laws, and departmental operating procedures. The incumbent works with contracted businesses and Office of Employment and Training staff to ensure clients success in the OJT program. The work is performed under the general direction of the Director of Employment and Training. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Monitors OJT participants for compliance to negotiated contracts;
Conducts workshops for agency clients outlining rules, regulations and guidance on creating employer interest in OJT;
Prepares brochures and mailings explaining OJT program and benefits;
Monitors participant attendance and training progress to ensure compliance with OJT requirements;
Interviews clients to determine suitability of OJT program;
Processes claims for payment in accordance with specific terms and conditions of each contract;
Acts as a liaison between employers and program participants;
Meets with community groups and organizations to disseminate program information;
Maintains personnel and employment records on participants as well as statistics on program activity;
Telephones and visits potential employers to explain program, including incentives;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of contract monitoring and evaluation methods and techniques;
Good knowledge of the methods and techniques used in job development;
Good knowledge of Federal, State and local, regulations pertaining to the program;
Ability to utilize a personal computer to manage a data base;
Ability to promote the program and participants through public relations techniques;
Ability to prepare correspondence and reports;
Ability to establish and maintain effective relationships;
Ability to interview and make accurate assessments of both employer's and participants' needs, abilities and interests;
Ability to express oneself effectively both verbally and in writing;
Good judgement;
Integrity;
Physical condition commensurate with the demands of the position;

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Industrial or Labor Relations, Economics, Political Science, Human Services or closely related field and one year experience involving reviewing, developing, evaluating or monitoring contracts and/or programs; or,
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Industrial or Labor Relations, Economics, Political Science, Human Services or closely related field and three years experience involving reviewing, developing, evaluating or monitoring contracts and/or programs; or,
- C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Industrial or Labor Relations, Economics, Political Science, Human Services or closely related field and five years experience involving reviewing, developing, evaluating or monitoring contracts and/or programs; or,
- D) An equivalent combination of training and experience as indicated within the limits of A), B), and C) above.

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COMPETITIVE