NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Employment Services Coordinator	CODE: 64240C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from employment services administrator, provides technical assistance to all local & district offices in state-wide programs; monitors program operations; coordinates activities on local, district & state levels;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	25-35	Provides functional supervision & technical assistance & information to all local & district offices & related personnel in specific state-wide program areas (e.g., testing, counseling, placement, WIN, rural, migrant & special manpower services); interprets employment services & federal policies, procedures & directives; assists program staff in planning & administering program activities & in obtaining necessary materials & equipment; assists program staff to develop & maintain appropriate reporting procedures to conform with federal & state requirements.	Knowledge of (1) supervision*, (2) manpower planning, (3) management*; ability to (4) interpret extensive variety of technical material in books, journals & manuals, (5) communicate with agency & public officials & program personnel.
2	22-42	Monitors, reviews & evaluates program operation & effectiveness; insures adherance to program objectives, goals & guidelines; analyzes problem areas; recommends corrective action; identifies need for technical assistance.	Knowledge of 1*, 2, 3*; ability to 5, (6) define problems, collect data, establish facts & draw valid conclusions, (7) understand technical manuals & verbal instructions associated with program operations.
3	10-20	Plans &/or conducts training sessions for local & district office staff in use of devices, techniques & procedures for efficient program operation; conducts & attends staff meetings & conferences.	Knowledge of 1*, (8) employee training & development; skill in (9) operation of audio-visual equipment; ability to 4, 5, (10) write training manuals & procedures*.

(725)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Requires overnight travel.	6 courses in manpower planning (or 6 mos. exp.); 6 courses in employee training & development (or 6 mos. exp.); 3 courses in public relations (or 3 mos. exp.); 100 hrs. training in operation of audio-visual equipment (or 1 mo. exp.); or equivalent.	

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FUNCTION:

- PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	2-24	Gathers & analyzes research data for program areas; assists in developing & implementing new & revised procedures; conducts special surveys & studies; prepares correspondence, reports, bulletins, manuals & handbooks on program activities; assists in developing program budget.	Knowledge of 2, 3*, (11) budgeting*; ability to 4, 6, 7, (12) use statistical analysis*, (13) write routine business letters reflecting standard procedures.
5	4-14	Coordinates program activities with local, district & state offices & federal & community agencies.	Knowledge of (14) public relations; ability to 5.

(726)

123-1-7-17

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UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT: