

December 2, 1998

Dear Ms. Jamison,

Attached please find the information requested for the PERS Board Meeting on December 16th.

Also please be advised that the Salem County JTPA Office did not receive the memo from Pete Gorman dated Feb. 9, 1994.

Thank You ,

Joan M. Cole
Deputy Director



BOARD OF CHOSEN FREEHOLDERS
COURT HOUSE
SALEM, NEW JERSEY 08079

SALEM COUNTY OFFICE
OF EMPLOYMENT & TRAINING

AUG 19 1993

G. PHILIP LEWIS, DIRECTOR

GILDA T. GILL
Clerk of the Board

(609) 935-7510
EXT. 202
FAX (609) 935-9102

August 18, 1993

To: Phil Lewis, JTPA
From: Gilda T. Gill, Clerk of the Board *GTG*
Re: Position Classification

Attached are Duties Questionnaire Forms to be completed by:

Phil Lewis - *Human Resources*
Paul Fredericks
Joan Cole - *HR*
Dianna Stewart

Please review same and certify as Supervisor. Forward completed forms to this office to be signed by me and forwarded to New Jersey Department of Personnel.

(UNCLAS) Dir. E & T
PROJECT ADMIN - OJT
ASSIT P.A. - OJT
E & T SPECIALIST
SR E & T SPEC.
SUPERV: E & T
JOB DEVEL.
SUPER. JOB. DEVEL.

GTG/es
Encls.

(OJT)

Administer federally funded employment and training programs for the county under its cooperative agreement with the bi-county Private Industry Council.

Review federal and state regulations and laws in order to plan and execute policies and procedures to provide countywide employment and training services under their authority.

Direct local staff and office operations to ensure provision of services such as recruitment, eligibility determination, testing and assessment, counseling, appropriate training and placement.

Prepare budget and allocations of available resources for staff, supplies and training activities.

Negotiate agreements with other county and out-of-county agencies to provide training services in classrooms and on the job with private sector employers.

Oversee the public relations efforts including print media, public service announcements, promotional brochures and speaking engagements.

Review operational reports to determine effectiveness of programming.

In the capacity of Salem County staff to the consortium Private Industry Council, confer with members of the local industrial and business community to determine work force training needs within the service delivery area.

Cooperate with business, civic and other organizations to develop curricula to meet needs and interests of the eligible population and the community.

Attend conferences and meetings with government officials, employers, labor leaders and other individuals to secure assistance in formulating policies for new or ongoing programs.

EMPLOYMENT SPECIALIST

DEFINITION

Under supervision, assesses the education and training needs of participants. Assists in their motivation and provides appropriate work experience and training services to those assigned to work experience and training projects as a means of improving the employability of such persons; does related work as required.

EXAMPLES OF WORK

Participates with other staff members in the development of individual employability plans.

Assigns individuals to appropriate phases of the work experience and training program after reviewing educational records, employment histories and physical examination reports.

Maintains followup with project participants, instructors, work experience, unit sponsors and others furnishing services in order to evaluate progress.

Counsels project participants on matters relating to training, work habits, motivation and relations with instructors or employers.

Followup on placements for on-the-job training to insure that training is constructive and that there is no exploitation of project participants.

Evaluates participants progress toward employability.

Assists in promoting sponsorship of work experience units by public, non-profit, and private employers.

REQUIREMENTS

Education

Graduation from a four year course at an accredited college or university.

Note Applicants who do not meet the above educational requirement may substitute additional work experience as described in requirement number two on a year for year basis.

Experience

One year of professional experience in manpower development and training, or job placement, or education or vocational counseling, or a combination thereof.

Note Possession of a Master's degree in psychology, education, counseling, social work or related fields may be substituted for the one year of work experience.

License

Possession of a valid New Jersey driver's license.