

## Transition Workforce Specialist Tompkins County

**Department:** Workforce Development  
**Classification:** Competitive  
**Labor Grade:** 12  
**Approved:** 0  
**Revised:** 04/07; 10/05; 10/14; 8/20  
**By:** LG, Deputy Commissioner of Human Resources  
**BBP Risk Factor:** 2

### **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree;  
**OR**

(b) Graduation from a regionally accredited or New York State registered two year college or university with a Associates degree or possession of at least 60 college credit hours **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience working in a public agency, not-for-profit human services agency or in an educational facility; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience working in a public agency, not-for-profit human services agency or in an educational facility; **OR**

(d) Any combination of training and experience equal to or greater than that specified in (a), (b), and (c) above as determined by the Commissioner of Personnel.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

**SPECIAL REQUIREMENT:** The successful candidate will possess a valid NYS Driver's license at the time of appointment and maintain such license throughout the life of employment. The employee is required to use his or her own personal transportation to perform the duties of this position.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position involving responsibility for providing transition, employment, training and support services to a universal youth population (14-24 years old) of Tompkins County. The work includes assessing client skills and training needs, matching client skills with business needs, identifying supportive service requirements and availability, determining eligibility within funding resource guidelines, assisting with job placements and community outreach and follow up case management. The work is performed under the general direction of the Office of Employment & Training with close collaboration with Workforce New York system. There is considerable leeway allowed for the exercise of independent judgment when carrying out the details of the work. An employee in this class may be required to serve as a lead worker or supervise entry level clerical, intern and/or volunteer personnel as assigned. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Evaluates client skills, aptitude, qualifications, needs, and barriers to employment;
- Determines eligibility of clients for appropriate programs such as but not limited to WIOA and Temporary Assistance for Needy Families (TANF) and cost effective means for achieving customer objectives;
- Serves as liaison with Workforce Development partner agencies; all partner agencies and other community agencies for employment program services;
- Develops appropriate worksites, public and private sector, assists employers in developing job descriptions, training plans and processes worksite agreements;
- Provides case management and follow up services to assist in employment and workforce development plans to enhance job performance and retention;
- Develops employment plan, training plans and assists with goals to achieve self-sufficiency;
- Plans and maintains programs, including employer and employee files and records of contact;
- Works collaboratively with individual and businesses to assure positive placement outcomes;

- Coordinates with other partner agencies to assure customers are afforded all available resources and Services;
- Brokers, negotiates with, directs the preparation and execution of contracts and agreements with, and supervises external trainers;
- Administers applicable training as necessary;
- Attends regular meetings and job fairs with local businesses and agencies to keep abreast of labor trends, local vacancies for population;
- Refers customers to appropriate local resources;
- Develops and maintains comprehensive records as needed on the electronic system utilized by all Workforce Development System partner systems as applicable;
- Assures all customer records are in compliance with federal and state regulations governing the funding;
- Participate actively in support of the Workforce New York Resource Room.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of federal, state, and local regulations as it pertains to youth populations;
- Working knowledge of services available and potential barriers to employment;
- Working knowledge of labor trends in local business and industry;
- Good working knowledge of local community service organizations and their programs;
- Ability to establish and maintain cooperative working relationships with partner agencies within Workforce Development;
- Ability to organize work and carry out duties autonomously;
- Ability to communicate effectively;
- Ability to prepare written and oral reports as needed;
- Ability to prioritize tasks and follow through effectively;
- Ability to work well in teams and work groups;
- Ability to prepare and present training curriculum as applicable;
- Ability to plan and develop training outlines;
- Ability to prepare and maintain clear and accurate reports and records;
- Ability to establish and maintain effective relationships with people;
- Ability to efficiently operate a personal computer;
- Self-motivated, highly organized;
- Strong interpersonal skills;
- Tact and good judgment;
- The employee's physical and mental condition shall be commensurate with the demands of this position.

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01/2003