EMPLOYMENT PROGRAMS MANAGER 1

Nature of Work: Under limited supervision, performs administrative and professional work at the full-performance level as the manager of a program unit or an organizational unit of equivalent size and complexity in the Bureau of Employment Programs. Responsible for developing and implementing methods related to program specialty area. Has limited authority to act independently. Provides important advice, information or data to higher management for program decisions; requires ability to persuade superior on actions related to the program area. Performs related work as required.

Distinguishing Characteristics: Positions in this class have responsibility for a primary unit in the Workers' Compensation Division or a secondary program section in the Division of Employment Service. Typically, the operation, policy, work processes, and regulatory requirements of the unit are predictable and stable. The positions normally supervise technical and clerical positions.

Examples of Work
Supervises the planning, organizing, implementation and
   evaluation of all work in the area of assignment.
Directs the development and implementation of policies and
   procedures in the area of assignment.
Supervises the monitoring of division activities to determine
   compliance with state and federal regulations, policies and
   work standards.
Assists in the preparation and execution of program budgets.
Assists the Section Director with problem resolution through
   technical expertise, program and organization knowledge and
   management experience.
Interacts effectively with state and federal officials on the
   interpretation and application of state and federal
   regulations and policies.
Coordinates the work of the section with other units, internal
   and external.
Supervises the preparation of regular and special reports on
   the status of agency programs.
Recommends personnel budget, purchasing and organization
   activities as necessary.

Knowledge, Skills and Abilities
Knowledge of state and federal laws and regulations related to
   employment security and/or workers' compensation.

EMPLOYMENT PROGRAMS MANAGER 1 (CONT'D)

Knowledge, Skills and Abilities (cont'd)
   Knowledge of the principles and practices in management to in-
      clude planning, coordinating, budgeting, directing,
      organizing and supervision.
   Knowledge of the mission, programs, and organization in the
      area of assignment.
   Ability to plan, organize, coordinate and evaluate program
      activities in the area of assignment.
   Ability to analyze facts and apply to the management of the
      unit.
   Ability to develop effective policies and procedures for the
      unit.
   Ability to direct and supervise the work of others.
   Ability to present ideas effectively, both orally and in
      writing.
   Ability to establish and maintain effective working relation-
      ships with government officials, private industry
      officials, professional personnel and others.

Minimum Qualifications
   Training: Graduation from an accredited college or
      university.
   Substitution: Experience as described below may substitute
      for the required training on a year-for-year basis.
   Experience: Four years of full-time or equivalent part-time
      paid administrative or supervisory experience in the area
      of assignment.
   Note: Specific positions may require that applicants have
      experience in specialized areas.

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EMPLOYMENT PROGRAMS MANAGER 1

AREAS OF ASSIGNMENT

Accounting, Auditing

Budget, Budget Planning

Communication

Employment Services

General Administration

Job Training Programs

Labor & Economic Research

Management Analysis - Security, Quality Control

Occupational Safety and Health

Training

Unemployment Insurance

Workers' Compensation

Established: 12/1/91
Revised: 6/24/92, 9/23/93, 2/14/94, 11/21/95
Effective: 11/21/95