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.
Knowledge, Skills and Abilities (cont'd)
Knowledge of the principles and practices in management to include 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 relationships 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.
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