

EMPLOYMENT PROGRAMS MANAGER 2

Nature of Work: Under general direction, performs administrative and professional work at the full-performance level as the manager of a section or an organizational unit of equivalent size and complexity in the Bureau of Employment Programs. Participates in decision-making which impacts programs for an assigned area. Decisions have a controlled and short-term effect on a segment of the larger client population. Some contacts outside the agency are to advise and influence others and usually are not controversial; influence others primarily through policy and program determinations. Performs related work as required.

Distinguishing Characteristics: Positions in this class have responsibility for major programs or the management of a program or section in the Divisions of Federal Programs, Fiscal and Administrative Management or Management Analysis of the Bureau of Employment Programs.

Examples of Work

- Directs the planning, organizing, implementation and evaluation of all programs in the area of assignment.
- Supervises the development and implementation of rules, standards, 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 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.
- Reviews and recommends personnel budget, purchasing and organization activities as necessary.

EMPLOYMENT PROGRAMS MANAGER 2 (CONT'D)**Examples of Work - cont'd.**

Assists in the development and advocacy of legislation related to employment security or workers' compensation.

Knowledge, Skills and Abilities

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

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.

Knowledge of state and federal legislative processes.

Ability to plan, organize, coordinate and evaluate program activities of a complex nature.

Ability to effectively prepare and execute programs and administer budgets in the area of assignment.

Ability to analyze facts and apply to the management of the organization and programs.

Ability to develop effective policies and procedures for the organization and program area.

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: Six 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 2 (CONT'D)

AREAS OF ASSIGNMENT

Accounting, Auditing

Budget, Budget Planning

Communication

Employment Services

General Administration

Labor & Economic Research

Management Analysis - Security, Quality Control

Occupational Safety and Health

Training

Unemployment Compensation/Job Service

Workers' Compensation

Established: 12/1/91

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