

**EMPLOYMENT PROGRAMS MANAGER 3**

**Nature of Work:** Under general direction, performs highly complex administrative and professional work at the advanced level with responsibility for a division or an organizational unit of equivalent size and complexity in the Bureau of Employment Programs. Includes responsibility for developing, evaluating and recommending major policy and program matters. Decisions made at this level have a significant impact on the public or client population. Involves considerable latitude in decisions and authority to implement programs. Complexity level is evidenced by the broad scope and number of programs involved. Programs are generally multi-faceted and controversial in nature. Work requires frequent and high-level contact with state and federal officials, and requires the ability to persuade or dissuade others on major policy and program matters. Performs related work as required.

**Distinguishing Characteristics:** Positions in this class have responsibility for a major program of the Division of Employment Security. The positions report directly to the Deputy Commissioner for Federal Programs, Bureau of Employment Programs.

**Examples of Work**

- Directs the planning, organizing, implementation and evaluation of all programs in the area of assignment.
- Directs and 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.
- Oversees the preparation and execution of program budgets.
- Assists the Commissioner 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 division 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.
- Assists in the development and advocacy of legislation related to employment security.

**EMPLOYMENT PROGRAMS MANAGER 3 (CONT'D)****Knowledge, Skills and Abilities**

- Knowledge of state and federal laws and regulations related to Workforce Investment Act, Workforce Development, Unemployment Compensation and Employment Service Activities.
- 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:** Eight 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.

9438

**EMPLOYMENT PROGRAMS MANAGER 3 (CONT'D)**

**AREAS OF ASSIGNMENT**

Accounting, Auditing

Budget, Budget Planning

Communication

General Administration

Employment Services

Labor & Economic Research

Management Analysis - Security, Quality Control

Occupational Safety and Health

Training

Unemployment Compensation/Job Service

Workers' Compensation

Established: 12/1/91

Revised: 6/24/92, 9/23/93, 2/14/94, 11/21/95, 6/16/03

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