

EMPLOYMENT PROGRAMS ASSOCIATE**Nature of Work**

Under general supervision, performs work at the full-performance level by providing technical and/or programmatic assistance to staff, participants, and other user entities of a component of a statewide program or major technical area specific to or characteristic of the Bureau of Employment Programs. Helps assure compliance with laws and regulations governing the program or technical area. Assists in establishing and maintaining operational procedures. Uses independent judgement to determine approaches to operational problems. Exercises latitude in varying methods and procedures within the parameters of program or technical area guidelines. May assign and review the work of clerical staff. This class may also be used as the entry or beginning level of the professional Employment Programs Specialist series. Performs related work as required.

Distinguishing Characteristics

The Employment Programs Associate is distinguished from the Employment Programs Specialist by the absence of complex analysis and interpretation. Problems are typically procedural or operational in nature and resolutions are derived from among more standard precedent. Work at this level typically contains clerical duties and is done in conjunction with other program or technical area staff. If used as an entry or beginning level class, work is characterized by more direct supervision and a training and developmental nature.

NOTE: Promotion from the class may occur only if and when the job duties and responsibilities change significantly enough to make a higher level classification more appropriate.

Examples of Work

- Develops new or updates existing forms, paper and/or electronic, to facilitate operations.
- Sets-up and maintains paper and electronic files.
- Reviews forms for completeness and compliance.
- Compiles information and prepares statistical and narrative reports; reviews data for inclusion in reports.
- Talks with state, federal, and local program participants, or technical area personnel to explain procedural changes, clarify guidelines, and answer general questions.
- Monitors procedures for effectiveness and efficiency.
- Advises program participants and/or other staff on changes in operational and procedural policies, regulations, and guidelines, and answers questions regarding those changes.

Knowledge, Skills and Abilities

Knowledge of or ability to learn rules, regulations, policies, and procedures of the Bureau of Employment Programs.

EMPLOYMENT PROGRAMS ASSOCIATE (cont'd)

Knowledge, Skills and Abilities (cont'd)

Knowledge of or ability to learn federal and state regulations, laws, and statutes governing program or technical area.

Knowledge of general office procedures.

Ability to collect and compile accurate information.

Ability to determine how changes effect area of assignment.

Ability to perform basic arithmetic and clerical-related tasks.

Ability to communicate well, both orally and in writing.

Minimum Qualifications

TRAINING Graduation from an accredited four-year college or university.

SUBSTITUTION Full-time or equivalent part-time paid experience in paraprofessional or responsible clerical work at a level consistent with the work performed by Office Assistant III, which required application of state and federal laws and/or guidelines may be substituted for the required training.

Established: 4/16/92

Effective: 6/1/92