



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## WORKFORCE DEVELOPMENT OPS ADMINISTRATOR

Job Number: 20001114

Job Code: 61440V150416

Job Group: 6100 - EMPLOYMENT SERVICES

Job Established: 11/16/2003

Job Revised: 04/16/2015

Grade: 15	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$19,882-\$26,339 - Hourly	NONE
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	NONE
	\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary	NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides assistance to the Workforce Development Manager with day to day operations and/or supervision of employees in a designated service office providing workforce/employment and unemployment services OR Supervises a section of employees engaged in the monitoring, evaluation, implementation, administration of a Workforce/Employment Service or Unemployment Insurance program; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have three years of experience in reviewing, monitoring, determining eligibility for and/or administering workforce/employment service or unemployment insurance programs, or experience in education, public administration, military or human resources.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Work experience in workforce/employment services, unemployment insurance, education, public administration, military or human resources will substitute for the required college on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises employees in the monitoring, evaluation, implementation, or administration of employment service, unemployment insurance and other workforce programs in a designated service office or a section within central office. Provides guidance to staff and ensures standards are met in accordance with Federal and State laws. Keeps management informed of progress or problems. Ensures employees are aware of and comply with changes in laws and regulations. Assesses training needs and continuously works to train current and new employees. Reviews and prepares reports for evaluation and possible corrective action. Provides support and assistance to the Workforce Development Manager with issues related, but not limited to, complaint resolution from customers, community and staff, represents the agency in public forums, responds to inquiries from claimants, employers, attorneys and other interested parties and represents agency in meetings as requested. Travels to one or more counties when necessary. Assists and aids team members in meeting quality assurance initiatives including common measure goals.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting. Travel is required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*