



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WORKFORCE DEVELOPMENT CONSULTANT

Job Number: 20001113

Job Code: 61430V231216

Job Group: 6100 - EMPLOYMENT SERVICES

Job Established: 11/16/2003

Job Revised: 12/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

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.*

Serves as the lead worker and coordinates the activities of employees engaged in one or more employment services and/or unemployment insurance functions providing technical assistance and career development training. Informs applicants, claimants, participants, and employers of their rights, responsibilities, and program services under provisions of the Workforce Innovation and Opportunity Act, WIOA, Wagner-Peyser Act, Unemployment Insurance, and other workforce programs, laws and regulations; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

Two years experience in reviewing, monitoring, determining eligibility for, and/or administering employment service or unemployment insurance programs, or experience in education, public administration, business, human services, military, human resources or a related field.

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 programs such as WIOA, employment services, and/or unemployment insurance programs, or experience in education, public administration, business, human services, military, human resources or a related field will substitute for the required education 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.*

Leads the other Workforce Development Specialists and coordinates and reviews work of employees. Provides technical assistance to employees in performance of job responsibilities. Works under limited supervision. Makes recommendations in developing and meeting qualitative and quantitative goals. Interprets written and oral instructions to staff to provide the necessary methods, procedures, and techniques to carry out the program functions such as intake, counseling, training programs, referral, job placement, and all unemployment insurance services. Interviews and registers claimants. Serves as regional team leader for unemployment insurance determinations. Performs a variety of employment service functions. Provides analysis to productivity reports and makes recommendations. Prepares and maintains activity reports. Provides corrective action plans and ensures adherence to plan. Meets with claimants and employers. Travels to one or more counties when necessary. Interprets, applies, and enforces laws, regulations, policies, and procedures to staff. Performs public relations work to promote the Department's programs and responds to public inquiries and complaints. Makes recommendations on personnel actions. Assesses training needs of staff and trains staff. Assists and aids team members in meeting quality assurance initiatives. Works front desk as needed, works resource room, and writes job orders. Assist customers with employment needs. Makes referrals as needed. Coordinates local RESEA workshops, creates and conducts workshops for the community and customers to assist with job readiness, attends local chamber meetings, and serves as the lead of Business Services. Serves as the liaison with partners, attends partner meetings, promotes KCC services, and conducts community outreach. Aids Workforce Development Manager in providing technical assistance and training to new staff. Assists staff with technical issues and updates manager of staff needs and recommends training. Maintains group messages on Microsoft Teams to assist staff, conducts meetings and trainings on Microsoft teams and by Zoom. Advises citizens of their rights, responsibilities and program services under WP and UI laws and regulations. Assigns work under direction of WFD manager. Performs comprehensive case management under the Reemployment Services and Eligibility Assessment (RESEA), Wagner-Peyser Act (WP), Jobs for Veterans State Grant (JVSG), and Trade Adjustment Assistance (TAA) programs. Conducts small group orientation sessions for the RESEA, WP, JVSG, and TAA programs to inform participants of their rights and responsibilities under each. Conducts reemployment related workshops such as resume writing, use of social media, soft skills training, and digital literacy training at the KY Career Center.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

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 employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification 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, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.