

Code: 1562

Title: JTPA ELIGIBILITY COORDINATOR

SUMMARY: Supervises staff and determines client eligibility for Job Training and Partnership Act (JTPA) and other community service education and training programs.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises staff who process applicants for JPTA and other employment and training programs and participates in eligibility determinations;
Trains and evaluates assigned staff and support personnel;
Trains subcontractors' staff on eligibility, intake, and reporting procedures;
Reviews and makes determinations of applicants' eligibility;
Interprets and explains program/eligibility rules, regulations, and procedures to concerned parties;
Coordinates reporting activities connected with applicant eligibility determinations and ensures that unit forms, reports, and transactions comply with Federal and State guidelines and regulations;
Receives, records, and resolves complaints regarding eligibility, enrollment, intake and subcontractor program activities;
Conducts periodic reviews of new enrollee applications;
Prepares monthly, quarterly, and yearly statistical reports;
Reviews subcontractors' reports for accuracy and verifies and corrects discrepancies;
Recommends changes to unit procedures, forms, and reports and implements approved changes.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles and practices of supervision, training, and evaluation;
- employment and training program eligibility and related regulations, guidelines, and procedures;
- compiling data and writing reports;
- community resource agencies;
- needs and characteristics of disadvantaged and low-income populations.

Skill in:

- training, supervising, and evaluating staff.
- communicating effectively, both orally and in writing;
- planning and coordinating program activities;
- maintaining and monitoring reports;
- following pre-established criteria to make eligibility determinations;
- reading, understanding, and explaining program policies and procedures;

MINIMUM QUALIFICATIONS:

(1) A Bachelor's degree from an accredited college or university in public or business administration or a closely related field and two years of administrative experience determining program/client eligibility and applying formal regulations.

(Additional relevant experience may substitute for the aforementioned education.)

(Additional relevant education from an accredited college or university may substitute for a portion of the aforementioned experience.)

OR

(2) Two years of experience as a JTPA Community Services Intake Specialist with Pima County.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 08/01/86
Updated 05/06/09^(gs)