

BUSINESS AND INDUSTRY SPECIALIST  
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Interacts with business and industry at the managerial level to determine training needs and design appropriate occupational education and training programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the supervisor of Adult Education in the Occupational Education division of BOCES Southern Westchester, this position interacts and communicates with senior executives, human resources and training managers from business and industry to ensure that BOCES training programs meet the technical, occupational, and basic educational needs of local employers.

EXAMPLES OF WORK: (Illustrative Only)

Consults with employers, interprets manpower and skill requirement projections, recommends existing training programs and/or assists in the development of customized training programs to meet the needs of employers;

Locates and develops employment opportunities for graduating adult CTP (Career Training Program) students. (CTP students attend intensive vocational courses. CTP student population includes funded dislocated workers, public assistance recipients, ex-offenders, and adults paying their own tuition who are seeking career vocational training. Programs include Data Processing, Refrigeration, Automotive Mechanics, Computer Repair, etc.);

Refers suitable applicants to employers and maintains on-going relationships with business executives and employment personnel for the purpose of enhancing job development activities;

Coordinates and supports the activities of the Hudson Valley Educational Center for Economic Development (The Center is a regional arm of the State Education Department which determines the economic outlook of an area; develops the occupational education programs necessary to sustain economic development and to provide requisite training skills);

Assists trade unions and company based unions in developing apprenticeships and training programs;

Promotes skilled workforce through worker education by providing the tools for skill development/enhancement, i.e., the appropriate training to meet employers' needs. Appropriate training programs should enhance both individual and company productivity;

Develops JTPA, State and Federal and other proposals to obtain funding and develop programs;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Coordinates the institutional services provided by BOCES i.e., assessment, counseling, training and placement with human support services provided by agencies such as County Office of Employment and training, Department of Social Services, Urban League because students may need support services such as income support, housing, child care, transportation in order to pursue occupational education.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of business/industry skill requirements for the purpose of designing occupational training programs; good knowledge of the employment conditions and trends of the local labor market; good knowledge of manpower planning concepts; ability to communicate both orally and in writing; ability to work with others and enlist their cooperation; integrity; initiative; tact; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) graduation from a recognized college or university with a Bachelor's Degree and five (5) years experience in training development, human resources, manpower planning or industrial relations at the managerial level; or (b) nine (9) years business experience including the five (5) years experience as stated in (a); or c) a Master's Degree in public administration, business administration, personnel administration, manpower planning, counseling or psychology may be substituted on a year for year basis for the experience specified in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.