

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV16382</b>
<b>Job Class Code:</b>	<b>010</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>16</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>09/29/69</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Economic Security Series

**JOB CODE TITLE:** MANPOWER SPECIALIST II

**HRIS TITLE:** MANPOWER SPCT II

**CHARACTERISTICS OF THE CLASS:** Under direction, is responsible for work of average difficulty in directing and supervising a deployed staff responsible for the full range of Employment Service activities; or supervises and directs a unit in a district field office; or serves as an assistant manager of an urban field office; or services as an Employability Development Specialist; or assists in designing, developing, coordinating and evaluating an assigned area of a program of service or of community relations; or performs technical work in a phase of a complex statewide program in the state administrative office or an office in a major metropolitan area; and performs related work as required.

**EXAMPLES OF DUTIES:** Supervises and directs a deployed staff engaged in the full range of Employment Service activities; makes decisions concerning training and evaluation of personnel; assigns and directs flow of work; recommends necessary changes; or supervises a unit in a district field office, making more technical decisions for the unit; or as the assistant manager in an urban field office, may assist the manager in the performance of his duties; may supervise deployed staff; or may act as a one person team utilizing outreach coaching, vocational guidance counseling and job development, and having a specific applicant case-load; or performs difficult technical work in a phase of a complex statewide program of services or of community relations; assists in designing, developing, coordinating and evaluating an assigned area of a major statewide program of service or of community relations; may supervise employees involved in these services; performs complex industrial services; maintains liaison and attends meetings of community organizations; disseminates information concerning the operations and programs of the Employment Service and community service organizations; clarifies areas of misunderstanding in assigned areas of program responsibility; coordinates efforts to solve mutual problems; reflects attitudes of organizations and individuals to the agency; evaluates effects of Employment Service programs on individuals and various community groups.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** the laws, regulations, policies and procedures governing the administration and operation of the Arizona State Employment service; good knowledge of labor economics and public administration. Good knowledge of the attitudes, mores and special problems of minority groups and disadvantaged persons. Good knowledge of current practices and developments in the fields of personnel, training and supervision. Some knowledge of community organizations and their objectives.

**Skill/Ability to:** train and supervise a staff including supervisors engaged in program development work. Ability to analyze data and situations and take action within existing rules and instructions. Ability to analyze operations and to develop effective plans and methods for carrying out or improving services. Ability to establish and maintain cooperative relations with those contacted in the work. Ability to speak and write effectively.