

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV16386
Job Class Code:	010	Salary Schedule:	AREG
EEO Category:	01	Grade:	20
Workers Comp Code:	9410		

Job Code Established:	02/15/72	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Economic Security Series

JOB CODE TITLE: MANPOWER SPECIALIST VI

HRIS TITLE: MANPOWER SPCT VI

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for work of considerable difficulty in directing, coordinating and evaluating activities of several Employment Service offices in a specific major geographic area of the state; or planning, developing, coordinating, and evaluating statewide applicant and employer service programs.

EXAMPLES OF DUTIES: Supervises and evaluates managers of local offices within an assigned geographic area; assists and advises local office managers in planning, developing and implementing ASES programs; evaluates overall operations, gives instructions, and determines solutions to problems; confers with administrative officials to determine policies and objectives and implements into action; makes required staff assignments; supervises complex activities; or plans, organizes, directs, and evaluates the activities of a large staff section; responsible for developing, evaluating, coordinating and improving applicant and employer service programs; coordinates activities of section with other line and staff organizations; collaborates with training supervisors and operating officials to determine and develop required staff training; formulates, recommends, interprets, and applies policies, standards, and procedures governing applicant and employer services; provides for technical assistance to line organizations, reviews progress reports and recommends action to accomplish planned goals.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles of labor economics and public administration; the laws, regulations, policies and procedures governing the administration and operation of the Arizona State Employment Service; the attitudes, mores and special problems of minority groups and disadvantaged persons; current practices and developments in the fields of personnel, training and supervision; operations analysis, including work flow analysis, forms development and forms control.

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