



Kentucky Personnel Cabinet Position Description

Position Number: 31043031 - Program Coordinator
Position Description Effective Date: 06/29/2016 to 12/31/9999

Employee Name	Personnel Number	Supervisor Position Number
Vacant		30043922
Organizational Title	Organizational ID	Organizational Short Text
Div of Emplmt Stands, Appshp & Mediatn	10105928	56106
Employee Group	Personnel Subarea	Employee Effective Date
A - 18A	1001 - FT N-Exempt	
Job Title	Job ID	Job Short Text
Program Coordinator	20001829	96150V000101

Statement of Duties: Briefly state the main function of the job

Coordinate administrative functions of the statewide Apprenticeship and Training Program as the governmental relationship liaison. Perform duties in the promotion, development, coordination, and review of apprenticeship and training programs.

Task No:1

Recruits, develops & maintains partnerships with state government organizations throughout the state of KY (Economic Development, Cabinet for Health & Family Services, Workforce Development, KY Department of Education & Justice Cabinet). Identify potential governmental Apprenticeship Program opportunities within state government.

0%

Task No:2

Market & develop communications strategies to communicate the benefits & success of registered apprenticeship partnerships & training programs.

35%

Task No:3

Personally work with governmental organizations identifying external and internal apprenticeship program opportunities. Connect governmental organizations with private industry to assist with the coordination of enrollment of applicants into an apprenticeship and training program.

20%

Task No:4

Explain apprenticeship & training programs, rules, & requirements for establishing such programs to interested governmental partners & provides instruction in program operation maintenance according to Apprenticeship regulations. Develop & establish guidelines that are specific to & in compliance with mandates required of state & federal apprenticeships & also in accordance with agency's established regulations.

15%

Task No:5

Conduct individual EEO compliance reviews of established registered apprenticeship and training programs to determine compliance with the Kentucky state plan for EEO in apprenticeship and training. Interpret established rules and regulations as they relate to Apprenticeship and Training Programs.

15%



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Task No:6

Work with governmental organizations in making necessary revisions/modifications for specific program populations. Conduct performance reviews and program audits to ensure programs are compliant with state and federal requirements.

10%

Task No:7

Perform other duties as assigned.

5%

Total Percentage 100%

Does the incumbent of this position conduct performance appraisals on subordinate employees?

No Yes

If yes, list ALL JOB Titles(s) and Position Number(s) supervised.

[Empty text box for listing supervised jobs]

Does the incumbent of this position supervise employees, inmates, interim employees, etc. which do not require the completion of a performance appraisal?

No Yes

If yes, list all employees supervised and indicate the relationship to incumbent.

[Empty text box for listing supervised employees]

Are there any essential functions of this position that require an incumbent to:

Select Check Box to indicate as YES

- Maintain a valid driver's license?
- Use a firearm?
- Lift heavy objects or work in uncomfortable positions for extended periods of time?
- Be exposed to dangerous working conditions including rough terrain?
- Frequently communicate in person or by other means of technology?
- Spend a major portion of time using a computer?
- Be exposed to contagious diseases?
- Work overtime or alternate work schedules?

Others – Please Describe:

[Empty text box for describing other essential functions]