

Specification for Class of

APPRENTICESHIP COORDINATOR 1

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: In the Department of Labor and Industries, Insurance and Consultation, is the working level class of the series. Provides consultative and technical services in the development and enforcement of traditional and non-traditional apprenticeship programs, agreements and standards.

Typical Work

Contacts the employers and representatives of employee and employer groups to market the State of Washington Apprenticeship Program and encourage the establishment of apprenticeship standards.

Provides consultation services to Joint Apprenticeship Training Committees (JATCs) regarding establishment, registration and operation of apprenticeship programs and proper procedures, rules and policies of the State of Washington Apprenticeship and Training Council.

Assists JATCs in drafting new and revising existing apprenticeship standards.

Settles agreement interpretation disputes at the local level.

Enforces state and federal laws applying to apprenticeship; investigates established programs for conformity to standards; investigates complaints of individual apprentices regarding quality of instruction; checks payroll to see that apprentices are properly paid.

Keeps current files of agreements between registered apprentices and their employers.

Provides liaison services between educational institutions and JATCs to develop and maintain the following types of state and federal programs: Apprenticeship training, school-to-work, technical preparation; coordinates and develops programs as provided by state and federal law.

Assists apprenticeship programs in meeting their affirmative action goals through outreach, development and promotion.

Provides liaison services to assure proper reciprocity between inter-7841 state apprenticeship agreements as provided by state and federal law.

Consults with high schools, community and technical colleges, and other institutions of higher education regarding course and curriculum development relative to apprenticeship programs; facilitates joint agreement on these issues among school, industry and union officials.

Performs other work as required.

Knowledge and Abilities

Knowledge of: Philosophy, theory, purposes, needs, standards and practices of on-the-job training; general background of employee and employer organizations; safety and health issues; educational systems of higher learning and high schools; principles, practices and values of labor relations, technical and vocational training programs.

Ability to: cooperate as a team member for the good and welfare of apprenticeship in the state of Washington; secure and maintain effective working relationships with employer and labor organizations, JATCs, apprentices, educational institutions, and community, state and federal agencies; formulate, coordinate and administer training agreements; investigate and answer inquiries and complaints regarding apprenticeship and the requirements for entry; analyze local labor market in individual occupations; speak and write clearly; use personal computers with proficiency; work independently.

Minimum Qualifications

Journey-level standing as result of completion of an apprenticeship program and two years of experience working for, or providing technical assistance and consultation services to a registered apprenticeship program. .

OR

Two years as a Coordinator/Training Director for a program approved by a state apprenticeship council or the U.S. Department of Labor Bureau of Apprenticeship Training.

OR

A Bachelor's degree and two years of professional experience involving apprenticeship.

OR

Four years of experience developing and implementing apprenticeship programs or pre-apprenticeship programs that have a documented relationship to, and receive guidance from, a registered apprenticeship program(s).

Revised minimum qualifications: 9/1/66

Code change (formerly 1868): 7/1/70

Revised minimum qualifications: 3/14/80

Code change (formerly 0993): 5/9/80

Title change (formerly Apprenticeship Coordinator) and code change (formerly 1898): 11/13/81

Revised minimum qualifications: 12/10/82

Revised minimum qualifications: 10/13/95

Revised definition: 6/14/96