

Specification for the Class of

APPRENTICESHIP COORDINATOR 2

Abolished Initially Effective January 13, 2006**Abolished Final Effective February 10, 2006**

Definition: In the Department of Labor and Industries, this is the senior level of the class series. Positions have the responsibility to provide consultation and technical services for the development and enforcement of complex apprenticeship training programs.

Distinguishing Characteristics: A senior Apprenticeship Coordinator 2 must be recognized and designated in writing by management to perform one or more of the following functions: serves as leadworker and has statewide consultation responsibility for the apprenticeship training program or, performs multi-employer worksite consultations (multiple trades, crafts, and functions); or, performs multi-employer worksite consultations (multiple trades, crafts, and functions); or, performs multiple industrial operation and process consultations; or, performs consultations involving multiple technical, political, or high visibility media/legal issues.

Typical Work

Contacts employers and representatives of employee and employer groups and institutions of higher education to market the State of Washington Apprenticeship program and encourage the establishment of apprenticeship standards;

Works with multiple state and federal agencies and representatives of various technical disciplines to provide consultation services to Joint Apprenticeship Training Committees (JATCs) for the establishment, registration, and operation of apprenticeship programs; works with similar agencies and representatives to develop rules, policies and procedures for the State of Washington Apprenticeship and Training Council; engages in intra-agency and interagency negotiations to develop, finance and administer multi-party supported apprenticeship programs;

Assists JATCs in drafting new apprenticeship standards and revising existing standards;

Develops and presents training programs for employer and industry groups;

Enforces state and federal laws applying to apprenticeship; investigates established programs for conformity to standards, 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;

Serves on task forces or advisory commissions to develop vocational education policies and procedures, or as a statewide or regional specialist on these issues.

Provides training to the Apprenticeship Coordinator 1;

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

Three years experience as an Apprenticeship Coordinator 1.

OR

Three years experience as an Area Representative for the U.S. Department of Labor, Bureau of Apprenticeship and Training.

OR

Three years experience in program review, development and implementation for a state's Apprenticeship and Training Council.

New class: 6-14-96