



**BUREAU OF LABOR & INDUSTRIES
JOB ANNOUNCEMENT**

Announcement Number: LELI0907 (Post Code d708)
Class Title: APPRENTICESHIP REPRESENTATIVE
Classification Number: C 4280
Salary Range 23 \$3086 - \$4286 per month
Open: October 2, 2009
Close: Friday, October 23, 2009 5:00 pm
Location: Portland and Bend (2 positions)

GENERAL INFORMATION:

This recruitment is open to anyone who meets the minimum qualifications listed below. The Bureau of Labor and Industries' Apprenticeship and Training Division facilitates apprenticeship training in Oregon, monitors the progress of apprenticeship committees throughout the state, and supports the State of Oregon Apprenticeship and Training Council, which administers Oregon's apprenticeship laws.

TO QUALIFY:

Your State of Oregon application form (PD 100) will be reviewed to verify that you meet the minimum qualifications stated in this section. Your application must clearly show that you have:

A Bachelor's degree with major courses in industrial relations or professional / vocational education and/or personnel administration or related fields; and one year of experience in the areas listed below, **or**

four years of experience in the area(s) of:

industrial relations, **or** recruitment / marketing / public information or public relations; **or** professional vocational education; **or** apprenticeship-related training instruction; **or** developing or facilitating the development of training programs; **or** mediation, negotiation, and/or arbitration (dispute resolution).

The "Work History" section of your application must clearly show your experience related to the minimum qualifications (above). Failure to provide this information clearly may result in the elimination of your application from further consideration.

IF YOU QUALIFY, SEE THE "TEST" SECTION OF THIS ANNOUNCEMENT.

PRIMARY DUTIES AND RESPONSIBILITIES:

The purpose of this position is to provide technical support and consulting services to Apprenticeship Committees that are composed of employees and employers. To achieve this, the person in this position will:

Assist industry in establishing apprenticeship and training programs by

a) surveying industry needs for skilled employees; b) meeting with employers and labor and management organizations to promote and develop interest in participating in and/or establishing apprenticeship and training programs; c) researching educational resources for industry-specific related classroom instruction; and d) supporting industry in the establishment of apprenticeship and training committees and the development of apprenticeship and training standards;

Assist industry leaders in developing strategies to attract new employers and workers to participate in existing apprenticeship programs;

Assist Committee members in managing their Committees; provide technical assistance to Committees; serve as liaison between the Division and employer and employee groups;

Interpret and communicate State and Federal laws / requirements related to apprenticeship and training;

Conduct program compliance reviews for Apprenticeship and Training Committees to determine compliance with State and Federal laws and determine whether they are providing a consistent, high-quality training product to each registered apprentice;

Research, prepare, and present material at public meetings; speak to organizations such as community organizations, minority groups, labor unions, employee associations, employers, schools, colleges, and career education groups, to explain the benefits and requirements of apprenticeship and training programs;

Assist potential apprentices in the application process; provide technical assistance to committees in the screening and selection of apprentices; ensure their proper registration;

Cooperate with other State and governmental agencies involved in apprenticeship and training programs to develop consistent practices.

WORKING CONDITIONS:

Typical office environment with visits to training and job sites that may require use of hard hats, safety glasses, other protective devices used for hazardous conditions. Occasionally attends meetings in the evenings and on weekends. Occasionally makes promotional calls on prospective training agents. Work schedule may vary and will require working flexible hours.

Frequent use of State Motor Pool transportation. Must have a driver's license valid in the State of Oregon and an acceptable driving record by the time of hire. If not, must be able to provide an acceptable alternative method of transportation.

THIS IS THE TEST TEST #09-003

YOU MUST ANSWER THE FOLLOWING QUESTIONS. Use a separate sheet of paper. Write down any work experience (paid or unpaid) and training you have that is related to each question. **Be sure that the jobs through which you gained the experience you describe in your answers**

are listed in the Work History section of your application form. Your test grade will be based on your answers.

If there are several parts to a question, answer each part separately. Number your answers to match the questions. Attach the answer sheet(s) to your application. **Your application will not be accepted if it is incomplete.**

1. The Apprenticeship Representative routinely works with groups of people from varied and diverse backgrounds to encourage and persuade them to achieve compliance with a program that is driven by complex State and Federal statutes, regulations, administrative rules, affirmative action expectations, etc.

Describe your experience in working with diverse individuals and groups and persuading them to follow complex rules.

A) Who were the individuals or groups (examples: employers, clients, professional organizations, labor unions, community organizations, etc.?)

B) Did your work include providing individual guidance and/or persuading others to initiate a specific course of action?

C) What degree of resistance, if any, did you encounter?

D) How did you address resistance to required complex laws, rules, regulations, etc.? Explain.

2. The Apprenticeship Representative is responsible for maintaining, reviewing, and auditing / analyzing complex records (progress reports / records on apprenticeship training program policies, benefits, requirements, compliance issues) related to program compliance and the working situations of registered apprentices and trainees.

Describe your experience reviewing and/or maintaining office files and records. Indicate the type of records / files.

A) Did your work include reviewing and auditing / analyzing complex records for compliance purposes?

B) Did this result in recommending or initiating corrective action? Explain.

3. The Apprenticeship Representative is responsible for making effective oral presentations to explain technical materials and programs to individuals and groups, including those who may be unreceptive or argumentative.

A) Describe any training or experience you have making oral presentations to individuals and/or groups.

B) Describe your experience in providing, explaining and interpreting technical information to individuals / groups that were unreceptive, argumentative, and/or hostile.

C) Did this include fielding questions from the audience and maintaining control of presentations under difficult circumstances? Describe.

D) What type of information did you provide or interpret? Who was the audience? Explain.

The ideal candidate would possess the following desired attributes:

- **Experience working with diverse populations and groups to encourage and persuade compliance with a program driven by complex regulations.**
- **Experience maintaining, reviewing, auditing/analyzing complex records for compliance purposes, with subsequent recommendations and corrective action.**
- **Experience making oral presentations to explain technical materials and programs to individuals and groups, including those who may be unreceptive and argumentative.**
- **Experience researching and preparing written technical reports, including relevant background and regulatory authority, findings and recommendations.**

Only those applicants whose qualification most closely meet the needs of the agency will be invited for an interview.

APPLICATIONS:

OBTAIN an application packet on-line through the State of Oregon job page: <http://www.oregonjobs.org/>

Submit the completed application and test questions to the Bureau of Labor & Industries, Employee Services, 800 NE Oregon Street, Suite 1045 Portland, Oregon 97232 **by 5:00 p.m. of the closing date. No applications will be accepted after 5:01pm.**

If you have a disability and/or need an alternative format in order to complete the application form (PD 100), you may call the Bureau at 971-673-0763 or TTY 1-800-735-1232 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Please be prepared to leave a message describing the alternate format needed.

APPLICATION MATERIALS MUST BE RECEIVED BY THE CLOSE DATE/TIME AND MUST BE COMPLETE AND LEGIBLE. Applications can be mailed or delivered in person or by messenger by the closing date and time. Facsimile (FAX) transmissions are acceptable (971-673-1384); however, the Bureau cannot be responsible for materials that are incomplete or illegible.

NOTICE of results will be sent by mail. Although the Bureau is not required to delay its selection process, you may request a review of the results. Your request must be received within ten (10) days from the date of the notice. Additional information cannot be accepted. However, if the recruitment is still open, you may submit a new application, which must be received in our office by the closing date and time.

Submit only the required materials. **Reference letters or work examples should be kept for interviews.** Keep a copy of your application for job interviews. **COPIES ARE NOT PROVIDED.** The pay on all job announcements is subject to change without notice.

Information about current job openings and application forms available through:

Internet access: <http://www.oregonjobs.org/>

**THE BUREAU OF LABOR & INDUSTRIES IS AN EQUAL OPPORTUNITY
EMPLOYER COMMITTED TO WORKFORCE DIVERSITY**