



Workforce Solutions Summer Youth Employment Program Had Another Successful Year!

Our Summer Youth Employment Program was once again a huge success! This year we received TANF funding (Temporary Assistance for Needy Families) allowing us to serve a total of 104 youth in Fulton, Montgomery, and Schoharie Counties. The program provided an opportunity for youth, ages 14-20, to gain work experience within their community in a well-supervised and safe work environment.

It also provided youth with the opportunity to learn the importance of a positive attitude, punctuality, cooperation, pride in their work, increased knowledge of the labor market, and an awareness of the expectations of employers.

Our 2026 Summer Youth Employment Program ran for July and August, and some youth remained through September. The program placed 46 youth in Montgomery County, 38 in Fulton County, and 20 in Schoharie County worksites. Youth who worked over the summer had the potential to earn up to \$ 3,000.

During the Orientation Week, youth received presentations from Broadview Federal Credit Union on Financial Literacy, Planned Parenthood on Consent & Healthy Relationships, and from one of their peers in the program who shared her story about being a burn victim which led into a Workforce Solutions power point presentation on bullying.

A special "Thank You" to all those businesses and organizations who have had the confidence

in our program to volunteer their worksites. Some of the participating businesses were Amsterdam Housing Authority, Creative Connections, Johnstown Movie Plex, Mohawk Harvest, JTs Cycles, Mineral Springs Soap, Price Chopper Supermarkets, and Schoharie County Youth Bureau.

Six of the participating youth were hired by their worksite. Those businesses who hired were Ace Hardware, Meg's at Muni, Mohawk Harvest, and Price Chopper Supermarkets.

Thank you again to all who have hosted youth at their worksites!



The world's largest HR department belongs to the U.S. Department of Defense, managing over 3.4 million employees worldwide. This massive HR operation handles everything from recruitment and training to benefits administration and retirement processing for both military and civilian personnel. They process over 350,000 new hires and handle millions of HR transactions annually.

Employees hired through referrals tend to stay at their jobs 70% longer than those who apply through other methods. This shows the value of a solid Employee Referral program.



Encouraging Applicants with Disabilities: Job Descriptions and Announcements

Article from [EARN](#) (Employer Assistance and Resource Network on Disability)

Job announcements and descriptions can play an important role in creating a pipeline of candidates that includes qualified people with disabilities. When done well, these documents serve as the first opportunity to communicate a culture of support and workplace flexibility. Nevertheless, job announcements and descriptions often contain language or unnecessary details that may prevent people with disabilities from applying. This practice tool contains examples and suggestions to help construct high quality job announcements and descriptions that may increase the number of qualified applicants with disabilities your organization attracts.

Accurate Information Can Improve Job/Candidate Fit

Thorough and accurate job descriptions can yield a larger number of candidates who are a good fit for the position. In addition to the purpose of a position, people with disabilities may be more likely to apply for a job if they are able to get a sense of:

- The specific activities the job entails. Conducting a task analysis can help to identify all of the components of a job, and to glean information helpful for delineating between

“marginal” and “essential” job functions.

- The work environment. Identifying specific information about the work environment can help a potential applicant make a decision about job fit. Is the environment loud, quiet, bright, dark, cramped, hectic, or fast-paced? Is the workspace open or do people have offices? The answer to these questions can be an important factor in a job seeker’s decision to apply.
- The workplace culture. Workplace culture plays a large role in employee engagement, which in turn influences employee fit and retention rates. Corporate values and commitment to disability employment should be evident in the job announcement and description.
- The potential for workplace flexibility. The job description should be as clear as possible about the possibility of flexible scheduling or remote work, worksite location options, opportunities for rotational assignments, and particular benefits like paid time off.
- Physical requirements. Certain jobs require some degree of physicality to complete. Employers should be very clear about those requirements, but avoid overestimating physical tasks (e.g., an office manager who must be able to lift 50 lbs.) Use of a task analysis process can improve accuracy in estimating physical requirements. People with disabilities need accurate information to determine if they can perform physical functions of the position, with or without accommodations.

Words Matter

The words used to describe job functions can be the difference between whether or not a person with a disability chooses to apply. Consider the following examples of simple language changes, which decrease the likelihood of unintentionally ruling out otherwise qualified applicants with disabilities. An effective job description will describe what needs to be done, not how the applicant needs to do it:

Creating Workforce Solutions for YOU!

Old Description	New Description
Must be able to drive between multiple locations for client appointments	Must be able to travel between multiple locations for client appointments
Must have strong written and oral communications skills	Must be able to communicate with others effectively
Must be able to stand for long periods of time	Ability to remain at workstation for long periods of time
Must be able to see hazards and hear directions in a hectic environment	Must be able to respond quickly and effectively to directions and safety hazards

Be sure to mention the process for requesting an accommodation during the application and interview phase in the job announcement and include contact information for making the request.

Marginal vs. Essential

The Equal Employment Opportunity Commission (EEOC)¹ provides guidance on determining whether a job function is essential or marginal. A candidate with a disability could request to have marginal functions waived or reassigned as a form of reasonable accommodation, but all candidates must be qualified to perform essential functions, with or without an accommodation.

There are many factors to consider when determining essential functions, including:

- The amount of time dedicated to the task
- The degree of skill required
- The impact of reassigning the task
- Employer judgement of task importance
- The frequency of the task
- The amount of time it takes to perform the task

Each task is measured against all of these factors and perhaps more, as meeting a single criterion may not be sufficient to determine whether it is essential. For example:

- A marketing professional might frequently stuff envelopes for mass mailings. However, the task could be easily reassigned to an administrative support professional.
- A program manager might be responsible for developing a departmental budget once every year. The task is infrequent but requires a specific skill set and would be very cumbersome to reassign to another employee.

Minimum Qualification Standards

- Interpersonal skills
- Systems thinking
- Critical thinking
- Teamwork
- Problem solving
- Innovation
- Time management

In some cases, a job description might include these types of skills in lieu of a specific number of years of experience in similar positions, or a certain degree. An employer is never required to hire anyone who is not qualified for the job, but it is possible to attract a larger pool of qualified candidates, including those with disabilities, with small changes to the way in which open positions are defined, announced, and described.

Questions????
Contact YOUR local
Disability Resource Coordinator,
Sarah Preston, at 518-842-3676 Ext. 3047
or email:
spreston@fmsworkforcesolutions.org

Creating Workforce Solutions for YOU!

Post YOUR Job Opening on the NYS Department of Labor Job Bank!

Contact Nancy Reccio at 518-842-3676 Ext. 3052 Email: nreccio@fmsworkforcesolutions.org OR
Nancy Rogers at Ext. 3046 Email: nrogers@fmsworkforcesolutions.org



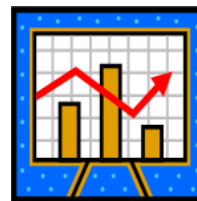
Join Our October Cobleskill and Amsterdam Mini Job Fairs

The Workforce Career Center's October Mini Job Fairs will be held **Thursday, October 1, 2026** at the Cobleskill Workforce Career Center, 795 East Main Street, Suite 4 in Cobleskill and **Tuesday, October 20, 2026** at the Amsterdam Workforce Career, 2620 Riverfront Center in Amsterdam. Both events will be held from 10:00 am to 12:00 noon. There is no charge to the businesses.

Job Fairs provide an opportunity to pre-screen applicants, and employers may offer on-site interviews based on brief interactions at the Job Fair. Online applications save time but **face-to-face interaction is vital in both pre-screening and interviewing applicants.**

If you are interested in joining us at our next Mini Job Fair, contact your local Business Service Representative today as we have limited space:

Nancy Reccio
(518)842-3676 Ext. 3052
Email: nreccio@fmsworkforcesolutions.org
or
Nancy Rogers
(518)842-3676 Ext. 3046
Email: nrogers@fmsworkforcesolutions.org



August Unemployment Rates

	<u>2026</u>	<u>2025</u>
Fulton County	4.4%	4.2%
Montgomery County	4.4%	4.4%
Schoharie County	4.1%	3.9%
New York State	4.6%	4.9%

To view, go to:
<https://www.dol.ny.gov/newsroom>,
Scroll down to local area unemployment rates and
view State Labor Dept. Releases Area Rates.

Creating Workforce Solutions for YOU!