

CLASS SPECIFICATION

Yuba County

May 2007

CLASS TITLE: Employment and Training Specialist I/II

FLSA STATUS: Non-exempt

JOB SUMMARY:

Under general supervision this class performs specialized assignments requiring an advanced level of technical knowledge in employment services and career development.

CLASS CHARACTERISTICS:

Employment And Training Specialist is distinguished from Social Workers Employment in that Employment and Training Specialists manage minimal caseloads of a vocational nature. Employment And Training Specialists provide complex employment and training services requiring a high level of professional skills which demonstrate the ability to conduct training workshops, advanced employment assessment and job development. The work may require lead direction of a small staff on a project or day-to-day basis, depending on assignment.

EXAMPLES OF DUTIES:

Essential:

- Develop and implement employment and training workshops designed to assist clients in obtaining and maintaining employment. i.e. Job Search, Consumer Education, Parenting.
- Provide employment and training guidance and counseling, including referrals to appropriate employment and training resources, transportation assistance, literacy or language instruction and child care.
- Administer and interpret vocational aptitude tests, including subsequent vocational counseling.
- Research labor market information.
- Coordinate with agencies, employers and other sources to provide work or training opportunities, including establishing and monitoring appropriate worksite placements and work experience opportunities.
- Actively participate in business organizations and clubs to promote employment opportunities and determine their requirements.
- Coordinate with businesses and other organizations to identify necessary pre-employment knowledge, skills and abilities necessary for participants to compete effectively for jobs.
- Maintain and record employer contacts to ensure customer satisfaction.
- Make presentations in a clear and concise manner to groups.
- Act as a public relations representative for the CalWORKS program.
- Instruct job applicants in presenting a positive image by providing help with resume writing, personal appearance and interview techniques.
- Monitor participant compliance with program requirements.
- Interview program participants to evaluate their employability readiness, develop goals and plans to improve skills and abilities, identify barriers to employment and communicate effectively with participants' assigned Social Workers as necessary.

Important

- Use standard office equipment, including a computer, in the course of the work
- Organize and participate in job fairs.
- Develop and distribute CalWORKS program information material in the community.

QUALIFICATIONS

Knowledge of:

Community resources providing social services, health services, nutrition services, housing services, employment and training services, child care services, transportation services and other necessary client services.
Laws, rules, and regulations governing employment and training programs.
Principles of employment training and job placement.
Hiring trends and practices in the private and public sector.
Theory and techniques in career planning, vocational guidance programs and employment guidance.
In-depth/interactive interviewing and information gathering techniques.
Career, vocational and employment counseling techniques.
Training methods and staff development.
Knowledge of principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards and evaluation of customer satisfaction.
Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
Techniques for dealing with a variety of individuals, in person and over the telephone.

Skill in:

Accurately gathering, recording and evaluating data necessary for the implementation of appropriate employment preparation and training program.
Read, understand and follow complex rules, regulations, policies and memos.
Relating well to staff, participants and the public.
Identifying problems requiring referral to other sources.
Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
Conducting individual and group training.
Establishing and maintaining cooperative working relationships with employers, outside providers, agency staff and the general public.
Interviewing and obtaining accurate information from a diverse client population.
Using initiative and independent judgment within general policy guidelines.
Preparing clear and accurate notes, reports, correspondence and other written materials.
Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Physical Demands:

- Mobility to work in a typical office setting and use equipment standard to the field.
- Stamina to maintain attention to details for extended time periods.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person, with groups or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Ability to conduct workshops during the evening hours and weekends in various locations in the community.

Licensing and Certification:

- Ability to obtain a valid California Class C Driver's License within 30 days of employment.

Background: The minimum and preferred requirements for this position are described below:

Employment And Training Specialist I

Minimum: 60 semester units of college coursework from an accredited college or institution, with at least 30 semester units in a related field, including but not limited to: career planning, counseling, occupational testing, psychology, social welfare, vocational counseling, and two years related experience in direct social service client delivery or providing employment services. Additional related education may substitute for the related experience on a 1 semester unit for 0.8 months related experience basis.

Preferred: In addition to the minimum, additional college-level education in a related field and additional related experience, as previously defined.

Employment And Training Specialist II

Minimum: 60 semester units of college coursework from an accredited college or institution, with at least 30 semester units in a related field, including, but not limited to: career planning, counseling, occupational testing, psychology, social welfare, vocational counseling, and at least one year experience at a level equivalent to the County's classification of Employment and Training Specialist I. Additional related education may substitute for the related experience on a 1 semester unit for 0.8 months related experience basis.

Preferred: In addition to the minimum, additional college-level education in a related field and additional related experience, as previously defined.

This class specification lists the major duties and requirements of the job. Incumbents may be expected to perform job-related duties other than those contained in this document.

Dept Initials: _____
Date: _____

Iva Seaberg

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Personnel Initials: _____
Date: _____