



**JULY 2009**  
**FLSA: EXEMPT**

## **EMPLOYMENT DEVELOPMENT SPECIALIST**

### **DEFINITION**

Under general supervision, develops, promotes, implements, and provides job placement opportunities for students; conduct workshops to coach students in employment skills; coordinate on campus job fairs and recruiting opportunities; acts as liaison to facilitate students with resources of the assigned program to aid in furthering their education and successfully obtaining employment during and after the completion of their education; provides information to the public and program staff; provides assistance for a wide variety of assignments related to the development and implementation of program projects and services; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Dean of Career Technology Education. May exercise technical or functional direction over lower-level staff and student workers.

### **CLASS CHARACTERISTICS**

This class is responsible for performing specialized program development, implementation and outreach tasks of the employment development programs and services. Incumbents perform the most complex, specialized, and responsible types of duties assigned, exercising a high level of independent judgment and initiative. Incumbents may provide functional and technical direction to staff as a regular part of their work routine and are required to be fully trained in all procedures related to the assigned functional area. This class is distinguished from the Program Manager in that the latter has full oversight, development, implementation, and supervisory responsibility of an assigned program.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned programs and facilities.
- Plans, develops, coordinates and implements all aspects of the assigned program; collects data and practices of other similar programs and prepares technical, statistical and financial studies, reports and presentations to develop program metrics and ensure program accountability; participates in budget management for the parent outreach program.
- Attends and participates in program-related community activities and professional conferences and meetings concerned with the development and implementation of categorically funded programs and/or projects.
- Develops job opportunities for program participants in general and specialized occupational fields, including researching a variety of media employment advertisements and conducting telephone calls

- to local businesses to develop employment opportunities.
- Tracks and posts employment opportunities and obtains information from employers regarding job functions, qualifications, requirements, position locations, safety rules, working conditions and pay rates.
- Interviews students to find out what their interests and qualifications are; refers students to available positions, follows up with placed students and employers to make sure everything is satisfactory.
- Establishes and maintains relationships with community leaders, organizations and public agencies to encourage participation, stimulate interest, and coordinate campus projects with existing categorically funded programs and activities.
- Provides assistance to students in areas such as educational and career goal development, job search skills, job placement, and other services provided by the assigned program or area.
- Conducts employment preparation workshops to coach students in preparing for employment, including resume preparation and interviewing techniques.
- Develops and maintains a variety of databases for tracking and reporting, and mailing list including current labor market information, names of local businesses and names of students and services provided in the job placement program.
- Prepares job placement department activity reports.
- Plans, develops and coordinates annual job fairs and monthly on-campus recruiting opportunities and develops flyers to market events.
- Maintains a library of hard copy and video materials related to employment preparation and professional development.
- Coordinates visitations to day and evening classes to conduct presentations regarding job placement services.
- Maintains community resource database for students related to pre-employment needs, including child care, housing, food and clothing resources.
- Assists in the design, development, update and maintenance of web sites related to the assigned programs.
- Performs a variety of basic computer support duties of involving the maintenance and troubleshooting of computer equipment in the career center, and assistance with software applications related to the career center's operations.
- Maintains a library of resources and multi-media material related to job interviewing skills, job search skills, and other employment related subjects.
- Prepares and maintains various programmatic and/or student files and records; monitors and tracks usage of assigned functional area and prepares reports for management.
- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains a variety of databases and reports.
- Provides information to the public or District staff that requires the use of judgment and the interpretation of rules or procedures; meets with the public or District staff to obtain data, interpret information, and answer questions; prepares correspondence independently to answer questions, request information, or provide explanations.
- Coordinates special projects as assigned.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other assignment-specific equipment; may perform basic maintenance and troubleshooting on assigned equipment.
- May participate and assist in the administration of the assigned office; may organize and coordinate activities associated with the office; may recommend organizational or procedural changes affecting support activities.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and service delivery needs related to the development and implementation of employment related programs and services.
- Procedures for planning, implementing, and maintaining a variety of presentations, activities, and programs.
- Applicable codes, regulations, policies, technical processes and procedures related to the program to which assigned.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Business mathematics and basic statistical techniques.
- Recordkeeping principles and procedures.
- Modern office practices, methods, computer equipment and computer applications related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff.

### **Ability to:**

- Plan, oversee, implement, and coordinate assigned program operations and activities, as well as staff and volunteers.
- Plan and prepare outreach activities, brochures, reports, and other related program materials.
- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in business administration or a related field, and three (3) years of increasingly responsible experience related to creation and implementation of job development and placement services.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Commission and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.