

CLASS SPECIFICATION



CLASS: Employment and Training Specialist I/II
ALLOCATION: Health & Human Services
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Prior 1990
REVISED: October 2022

JOB SUMMARY:

Under general supervision, provide complex employment and training assignments requiring a high level of professional skills and knowledge in employment services and career development; conduct training workshops, advanced employment assessment and job development; and other duties as assigned.

This is a stand-alone classification in the employment series.

CLASS CHARACTERISTICS:

This position reports directly to Social Worker Supervisor Employment. This class is distinguished from Social Workers Employment in that this classification manages a minimal caseload exclusively of a vocational nature.

EXAMPLES OF DUTIES:

Essential:

- Provides employment related services to CalWORKS participants.
- Conducts program orientations and monitors CalWORKS participant's compliance with program requirements.
- Educates clients and the general public on available services and tools in the Yuba County One Stop Resource Room, assists participants with job search activities and transportation assistance.
- Interviews program participants to evaluate their employability readiness; collaborates with Social Workers on developing goals, plans to improve skills and abilities, and identifying barriers to employment.
- Administer and interpret results for a variety of assessments and vocational aptitude tests to evaluate client's knowledge, skills, abilities, interests and personality characteristics and provide vocational counseling.
- Researches labor market information to ensure client's educational and employment goals are supported by labor market trends.
- Develops, coordinates and facilitates employment and training workshops and classroom sessions.
- Creates and updates workshop curriculum; monitors and evaluates training activities and effectiveness.
- Instruct job applicants in the areas of job search, career exploration, job skills, life skills, etc.; assists clients in presenting a positive image by providing help with resume writing, personal appearance and interview techniques.
- Conducts ongoing research to identify employment and training opportunities for program participants; recruits and develops work experience, on-the-job training and job placement matches for CalWORKS participants and the general public; follows up on referrals, services and/or job placements, as needed.
- Coordinate with businesses and other organizations to identify necessary pre-employment knowledge, skills, and abilities necessary for participants to compete effectively for jobs.
- Coordinates with regional employers regarding job postings and recruitment events; organizes, conducts and/or staffs job fairs.
- Make presentations to outside agencies or groups such as employers, high school or community colleges, as requested.
- Act as a public relations representative for the CalWORKS program and the Yuba County One Stop.
- May provide lead direction of a small staff or volunteers on a project or day-to-day basis, depending on assignment.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.
- Distribute CalWORKS program information material in the community.

EMPLOYMENT STANDARDS:

Knowledge of:

Employment & Training Specialist I

- The goals and objectives of employment preparation, training programs and public social services programs.
- Basic techniques of the development and achievement of participants' goals.
- Basic laws, rules and regulations governing employment and training programs.
- Effective and appropriate career, vocational and employment counseling techniques.
- In-depth/interactive interviewing and information gathering techniques.
- Occupational fields and regional labor market trends for private and public sector employment.
- Community resources providing social services, health services, nutrition, housing, employment and training, child care, transportation and other necessary client services.
- Theory and techniques in career planning, vocational guidance programs and employment guidance.
- Human behavior and performance; individual differences in ability, personality and interests; learning and motivation
- Techniques for dealing with a variety of individuals from varying social and economic backgrounds, in person and over the telephone.
- Principles and practices for providing customer and personal services, including customer needs assessment, meeting quality standards and evaluation of customer satisfaction.
- Computer applications related to the work.
- Record keeping principles and practices.

Employment & Training Specialist II (in addition to the above)

- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Group behavior and dynamics, societal trends and influences, ethnicity, cultures and their history and origins.

Skill in:

Employment & Training Specialist I

- Accurately gathering, recording and evaluating data necessary for the implementation of appropriate employment preparation and training programs.
- Reading, understanding and following complex rules, regulations, policies and memos.
- Relating well to staff, participants and the general public.
- Identifying problems requiring referral to other sources.
- Presenting training workshops to groups of program participants.
- Interviewing and obtaining accurate information from a diverse client population.
- Using initiative and independent judgment within established procedural guidelines.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring/assessing performance of self, individuals, or organizations to make improvements or take corrective action.
- Verifying client information and establishing, maintaining, and researching computer produced client data and files.
- Organizing own work, managing multiple projects and meeting critical deadlines.
- Preparing clear and accurate notes, reports, correspondence and other written materials.
- Establishing and maintaining effective working relationships and networking with local and regional business employers and other agencies with a common goal.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Employment & Training Specialist II (in addition to the above)

- Defining issues, performing social services research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Identifying the developmental needs of others and coaching, mentoring or otherwise helping others to improve their knowledge or skills.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Effectively use interpersonal skills in a tactful, patient and courteous manner.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Work effectively on several issues or with several clients concurrently.
- Speak effectively and present information before groups.
- Establish and maintain client rapport on an individual basis.
- Interpret and explain to the applicant, recipient, or others public social service programs, policies, rules and regulations.
- Come up with unique ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Develop skill in interviewing, case recording, and interpretation and combine pieces of information to form general rules or conclusions in developing clients' service plans.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen for prolonged periods; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit, stand or walk for prolonged periods of time.
- Stamina and focus to maintain attention to details for extended periods of time.

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

Work Environment:

- Typical office setting
- Exposure to hostile, disgruntled or resistant individuals.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must be able to conduct workshops during the evening hours and weekends in various locations in the community.
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:**EMPLOYMENT & TRAINING SPECIALIST I**

MINIMUM: 60 semester units of college coursework from an accredited college or university, 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 providing delivery of social services directly to clients or providing employment services. Additional education may be substituted for the experience.

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

EMPLOYMENT & TRAINING SPECIALIST II

MINIMUM: 60 semester units of college coursework from an accredited college or university, 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 equivalent to the County's classification of Employment and Training Specialist I or at least three years of experience providing delivery of social services directly to clients or providing employment services. Additional education may be substituted for the experience.

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

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

Health & Human Services Approval:
Date:

Signature: _____

Human Resources Approval:
Date:

Signature: _____

EEOC: B
WC: 9410

Established: Prior 1990
Revised: July 1999, March
2005, May 2007, August 2013