

# CLASSIFICATION SPECIFICATION

## Employment Services Specialist

FT/PT Class Code: 3056, 3556      Pay Grade: B/C 12      FLSA: Non-Exempt      Rev. 07/01/15

**SUMMARY STATEMENT:** An incumbent is responsible for providing employment placement and training services for multicultural and/or disadvantaged job seekers and employers involved with the Temporary Aid for Needy Families (TANF) Program administered by the Department of Labor.

### NATURE AND SCOPE:

An incumbent typically reports to an Educational Training Specialist or Program Manager. An incumbent is responsible for attaining performance goals established by the Department of Labor and for tracking job seekers' progress by maintaining a variety of case files, performance records, and other documentation. Employment placement and training services provided include: assessment of job seeker basic skill levels, orientation of job seekers to levels of services available, job search and placement assistance, formulating employment plans, and assisting eligible job seekers in receiving education and training.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Conducts individual or group sessions to orient job seekers and employers to the services available. Assists with conducting workshops in a variety of work readiness areas such as resume writing, interviewing skills, etc.
2. Conducts individual or group assessments to determine the level of service needs. Identifies job seeker's employment potential using assessment tools and labor market information.
3. Assists job seekers to develop realistic and achievable employment goals; identifies obstacles/barriers to employment; jointly formulates employability development plans directed at employment outcomes.
4. Refers clients to employers for possible job placement based upon comparison of applicant qualifications to employer job requirements.
5. Develops job placement opportunities through a variety of sources such as: print, Internet, and cold calling. Provides applications and arranges interviews.
6. Monitors job seekers' progress towards completion of employability development plan and modifies as necessary.
7. Maintains case files, performance records and other documentation. Completes forms and reports and maintains computerized databases.
8. Arranges support services such as child care arrangements, transportation, work attire, etc.

**PRINCIPAL ACCOUNTABILITIES, cont'd:**

9. Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of the laws, rules, regulations and procedures regarding TANF recipients.
- ◇ Knowledge of job duties, titles, and requirements of various occupations.
- ◇ Knowledge of community based organization and social service agencies.
- ◇ Knowledge of labor market information.
- ◇ Knowledge of self-help services available to clients and employers.
- ◇ Knowledge of word processing, spreadsheet, database management, and presentation software.
- ◇ Knowledge of employment counseling methods and techniques.
- ◇ Knowledge of case management methods and techniques.
- ◇ Excellent organizational, interpersonal, and communication skills.
- ◇ Skill in employment counseling methods and techniques.
- ◇ Ability to make appropriate referrals for job opportunities.
- ◇ Ability to communicate effectively in written and oral form.
- ◇ Ability to effectively interact with others from a variety of diverse ethnic, social and/or educational backgrounds.
- ◇ Ability to develop and organize workshop materials and present/facilitate workshops.

**MINIMUM QUALIFICATIONS:**

- ◇ Bachelor's degree in a relevant field and (2) years of relevant experience; or other equivalent combination of education and experience.