



JOB TITLE: CalWORKS JOB DEVELOPMENT AND PLACEMENT ADVISOR

Classification: Classified
Salary Range: 35

Retirement Type: PERS*
Board Approved: September 13, 2004

BASIC FUNCTION:

Under the direction of the assigned supervisor, perform a variety of responsible duties involving direct and purposeful contact with industry and business representatives; assist job-seeking students in the Job Placement Center; provide specialized advisement and other services to individual students through the CalWORKS and related programs.

REPRESENTATIVE DUTIES:

Develop forms, handbooks, manuals and other written materials to facilitate student advisement and liaisons with prospective employers.

Communicate with academic counselors, District personnel, business and industry leaders, social service agencies staff, community resources representatives, and other educational institutions to coordinate job development and placement activities, exchange information and refer students for further assistance.

Provide specialized advisement and paraprofessional services to business and industry representatives, current and prospective students in the CalWORKS or related student services areas.

Interview individual students to determine program eligibility and obtain information to develop student employment plans in the Job Placement Center.

Analyze student data and certify eligibility for program participation as required; interpret, apply and explain complex rules, regulations, requirements and restrictions.

Select, administer, score and interpret tests and assessment instruments as assigned; assist students in identifying alternative courses of action and assist students in developing appropriate plans.

Maintain current knowledge of a variety of complex regulations, requirements and policies related to assigned specialty areas.

Plan, develop and conduct workshops to provide students with specialized assistance and information in assigned areas.

Train and provide work direction to assigned support staff and student assistants.

Work closely with the CalWORKS Coordinator and other staff within the CalWORKS program and Job Placement Center.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to two years college course work in social science, human services, business and/or three years of increasingly responsible full-time experience in business and industry related to human resources or job development and placement.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Job development principles and techniques.

Specialized functions, operations and activities in the Job Placement Center.

Interviewing techniques.

District services and community resources available to students.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

District organization, operations, policies, procedures and objectives.

Technical aspects of field of specialty.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment.

Abilities/Skills:

Provide specialized paraprofessional services and advisement to industry representatives and current students and alumni in the Job Placement Center.

Assess employment needs and interests and develop viable plans and alternatives for students.

Interview students to determine program eligibility and obtain relevant data.

Plan, develop and conduct informational workshops.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others as appropriate.

Analyze situations accurately and adopt an effective course of action.

Maintain records and prepare reports.

Assist students within a multicultural, multiethnic environment.

Work with discretion and adhere to policies and procedures related to confidentiality.

Licenses or Other Requirements:

May require a valid California driver's license and a safe driving record.

WORKING CONDITIONS:

Typical office setting.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.