

## EMPLOYMENT DEVELOPMENT WORKER I

NATURE OF WORK IN THIS CLASS:

This is routine technical employment service work in interviewing, counseling, and referring job applicants or in the processing and registration of alien laborers.

Employees in this class perform routine employment service duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Assists applicants in filling out and updating work registration forms and conducts file searches of active and inactive applicant registration forms to match applicant's employability qualifications with current job openings; assists in interviewing applicants seeking employment and in assigning occupational codes and titles to coincide with the applicant's work history and education; assists in selecting and referring job seekers and welfare recipients either to suitable employment on the basis of qualifications or to needed training for subsequent employment.

Assists in counseling job applicants having job choice or adjustment problems to identify the factors which influence these problems; assists applicants in determining and improving their employment capabilities; helps formulate vocational goals and plans directed to job placement; assists in maintaining records on counseled applicants and in following up on cases to determine whether satisfactory progress is being made toward vocational adjustment.

Assists in the processing of applications from employers offering permanent or temporary jobs to alien workers; provides and disseminates routine information to employers and the public regarding employment of alien laborers; interviews and evaluates the training and experience of alien laborers to determine if they meet the employer's job requirements.

Assists in maintaining contacts with employers to obtain job orders for placement activities; develops job openings for disadvantaged persons and makes referral appointments for job applicants.

Provides information to applicants on job requirements, occupational opportunities, training and rehabilitation facilities.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn, interpret, and apply pertinent employment program laws, policies, procedures and guidelines.

Ability to learn the techniques involved in employment interviewing, counseling, and placement.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

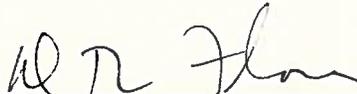
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience in general personnel administration work in either administrative, clerical, or para-professional capacity which provides knowledge in one or more of the following: public relations, interviewing techniques, labor market information, job development, or counseling, and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission