

EMPLOYMENT DEVELOPMENT WORKER II

NATURE OF WORK IN THIS CLASS:

This is moderately complex 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 moderately complex employment service work independently on an ongoing basis and participate in the full range of complex technical duties under closer supervision.

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).

Interviews applicants and program participants seeking employment; evaluates applicants employability qualifications; selects and refers job seekers and welfare recipients either to suitable employment on the basis of qualifications and appropriate job openings or to needed training for subsequent employment.

Develops job openings and placements with governmental and private organizations for program participants; works with employers and applicants in developing employment agreements.

Counsels and assists participants in overcoming a wide variety of problem pertaining to the employment setting and in establishing suitable educational occupational goals; assists applicants in analyzing and evaluating their employment assets and in formulating vocational goals and plans directed toward placement and satisfaction.

Follows-up with applicants referred for employment or training to verify results of placement.

Evaluates and reviews applications of employers for alien labor certification insuring that all required documents and/or information provided are in order; insures that employers comply with local recruitment efforts, the education and experience requirements of the job are those normally required of the occupation, and the employer is legally in business and is offering a bona-fide job and adequate funds for repatriation of alien workers are provided; reviews and evaluates job applications of aliens to determine if they meet the requirements of the job; interprets and disseminates information relative to all applicable federal laws, rules and regulations, policies and procedures pertinent to the recruitment, importation, and employment of alien laborers; may assist employers in developing and identifying jobs in accordance with their occupational needs.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the goals and objectives of employment interviewing for purposes of employability assessment, job referral, and placement and counseling.

Knowledge of applicable employment program laws, regulations, policies and procedures.

Knowledge of the skills, abilities and personal qualifications and training needs in a variety of occupations and industries.

Knowledge of the employment problems of special applicant groups, including the economically and culturally disadvantaged veterans and older workers.

Ability to obtain information through interviews.

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

Ability to develop and negotiate job placements and training agreements.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

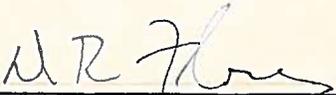
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience as an Employment Development Worker I or equivalent work 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



DAVID R. FLORES, Executive Director
Civil Service Commission