

EMPLOYMENT DEVELOPMENT WORKER III

NATURE OF WORK IN THIS CLASS:

This is 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 the full range of complex employment development duties including leading the work of less experienced technical staff.

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).

Develops job placements with governmental and private organizations for program participants; coordinates work with employers in developing employment agreements; answers difficult inquiries concerning the terms and conditions of employment agreements and employment program guidelines; briefs applicants, participants and the public about program policies, rules and regulations, employment benefits and other provisions; provides technical assistance to participants, employers, and technical staff on related employment programs and activities.

Provides and conducts vocational counseling to job participants; establishes suitable educational occupational goals and develops employability plans; provides guidance to participants with employment problems; follows-up participants work progress upon referral or placement.

Provides technical assistance in interpreting and disseminating information relative to all applicable U.S. Department of Labor and Immigration and Naturalization Service and local laws, regulations and directives governing recruitment, importation and employment of alien laborers; evaluates and reviews applications for alien labor certifications for compliance with governing laws, regulations, policies and procedures; assists employers in developing and identifying jobs in accordance with their occupational needs.

Leads the work of lower level technical staff.

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, placement and counseling.

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

Knowledge of the skills, abilities, personal qualifications and training needed 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 lead the work of others.

Ability to interview, evaluate, process job applicants and counsel employment participants.

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

Ability to develop jobs and negotiate employment agreements.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

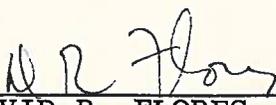
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience as an Employment Development Worker II 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