

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: JOB DEVELOPMENT SPECIALIST (Range 30)

BASIC FUNCTION:

Under direction of an assigned supervisor, provide for recruitment, placement and case management of participants in alternative education and categorically-funded programs; perform public relations, marketing activities, and job training placements for WorkAbility I, a state funded program.

REPRESENTATIVE DUTIES:

Provide for job development recruitment, placement and case management of participants in alternative education and categorically-funded programs such as Special Education. *E*

Establish an on-going network with the Greater Inland Empire business community to contribute and support excellence in program development, placement and school-to-work transition. *E*

Recruit work training sites for individual student placement; assist students with resume and interview skills needed for job placement; provide for program orientation; establish and maintain communications with supervisors and site staff. *E*

Design individual work experience task duties and job descriptions, implementing documentation process to meet job training monitoring standards. Serve as liaison to middle and high school transition programs. *E*

Participate in community organizations and network with various city, county and state entities; attend workshops as assigned. *E*

Remain in contact, in person at job work sites with students; follow-up with student and employer to evaluate the progress and interventions necessary for the assurance of successful completion of work training program; document contacts in counseling notes and work site monitoring reports; maintain open and positive communication between student and employment supervisor. *E*

Research and report on local, state and national employment trends for grant proposals and placement. *E*

Provide job-training orientation to interested groups of at-risk youth; conduct intake interviews and establishing eligibility. *E*

Contact local agencies for disbursement of marketing materials including local service clubs, schools, city and county departments, recreational facilities, Employment Development Department and Department of Rehabilitation. *E*

Provide for follow-up on leads for potential participants; assist in weekly formal orientation. *E*

Operate a computer and standard office equipment. *E*

Job Development Specialist

Reclassification Committee Revised 7/13/01

Prepare and maintain a variety of records and reports and meet deadlines related to job development, recruitment and placement and grant reporting. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Employment standards and techniques.
Training methods and procedures.
Employer-employee relationships.
Labor laws applicable to private industry.
Safety regulations, and laws relating to employment.
Correct English usage, including grammar, vocabulary and spelling.
Job search and interview skills.
Inland Empire business and industry.

ABILITY TO:

Plan and organize the placement of student job-placement participants.
Work effectively with employers in the placement, training, and employment of participants in special programs.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Work independently with little direction.
Understand and follow oral and written instructions.
Operate a computer and standard office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in business, industrial relations or related field and two years intake/job development placement or recruitment experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment in schools; community.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone.
Seeing to read and prepare referrals, records and reports.
Sitting for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard.