

WORKFORCE DEVELOPMENT SPECIALIST 1

KIND OF WORK

Specialized employment and placement functions.

NATURE AND PURPOSE

An employee in this class is responsible for taking part in and/or directing specialized employment placement functions or direction of a placement unit in an office. Although work procedures and practices are clearly defined, the employee has some latitude in adapting them to fit specific situations. Work is evaluated by review of progress and activity reports and by field visits.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Acts as a Handicap Specialist providing assistance to handicapped applicants whose problems require specialized services, including application taking, physical capacities appraisal, counseling, selective placement and follow-up.

Acts as an Older Worker Specialist providing assistance in job development, application taking, placement, and referral to training or to community agencies.

Acts as an Employer Services Representative planning and coordinating an effective employee contact program for all Employment Services activities.

Acts as Specialist on Alcoholism interviewing, advising, and counseling alcoholics referred by treatment centers, other agencies and Job Services staff.

Acts as leadworker of a special unit.

Acquaints and trains employment interviewers and counselors in specialized placement activities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the specialized placement functions to be performed, e.g., handicapped placement, older worker placement, selection and referral, or employer relations.

Considerable knowledge of state and federal employment security and labor laws.

Considerable knowledge of labor economics, occupations and employment practices.

Workforce Development Specialist 1

Class Specification

Page 2

Considerable knowledge of the local labor market.

Considerable knowledge of departmental operating practices and procedures.

Working knowledge of job analysis, counseling, specialized placement and testing.

Ability to:

Ability to plan and evaluate the work of other employees.

Ability to develop and maintain effective working relationships with public and private groups, employers and applicants.

Est.: 6/47

Ckd.: 11/91

T.C.: 5/67; 7/70; 2/74; 2/82; 10/07

Former Title(s): Employment Security
Supervisor I; Employment Security Specialist;
Manpower Services Specialist; Employment
Services Specialist ; Job Service Program
Specialist 1