

EMPLOYMENT SERVICES SPECIALIST

DESCRIPTION OF WORK

This is administrative and technical work involving the planning, promotion, and implementation of a specialized statewide employment service program.

Employees are responsible for maintaining programs, promoting their use by-ESC staff, employers, and community organizations, and evaluating and revising operating plans and procedures. Work involves planning, organizing, and coordinating statewide programs of employer relations, placement, services to handicapped and older workers, clearance and immigration, and related employment programs.

Work is performed independently under general supervision and is reviewed through periodic conferences, written reports, and-evaluation of program effectiveness.

EXAMPLES OF DUTIES PERFORMED

Visits ESC local offices and examines and reviews records and reports to determine local office effectiveness in providing services to employers and special applicant groups; recommends methods and techniques for improving program operations and delivery of services.

Serves as consultant to local office managers and area supervisors in resolving program related problems at the local level.

Provides technical assistance and guidance in promoting employment opportunities and programs for special groups; adapts, develops, and disseminates to local offices procedures, forms, and techniques for use in various programs.

Analyzes local office records and reports and confers with State and local office staff to ascertain type of training necessary for accomplishing objectives; plans, develops, and provides training according to specific needs.

Represents the agency at relevant conferences, conventions, and meetings to explain and promote agency programs and to clarify and improve the agency image.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Considerable knowledge of: federal and State laws and regulations pertinent to the assigned program; procedures and techniques of the assigned program area; employment problems of client groups.

General knowledge of: ESC organization, operation, and objectives; personnel management practices and procedures; social and economic conditions throughout the State; agencies, organizations, and resources available at the community level; the effective use of news media and other informational and public relations techniques.

Ability to: present information clearly and concisely in oral and written form; establish and maintain effective working relationships with employers, applicants, staff associates, and the general public; plan, organize, and coordinate an effective employment service special program; interpret, apply, and communicate program policies, procedures, and regulations.

Minimum Education and Experience

Graduation from a four-year college or university and three years' experience in employment service activities, public administration, community development or organization, public relations, or related fields; or graduation from high school and seven years' experience in the above or related fields, including at least two years at a professional or administrative level; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.