

YUBA COUNTY OFFICE OF EDUCATION  
Classified Job Description

TRAINING & EMPLOYMENT COUNSELOR II

DEFINITION:

Under the general supervision of the Regional Career Center/One Stop Director, the Training & Employment Counselor II performs assessments, provides counseling, and makes job placements to provide clients with the ability to enter a career; and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

One Stop Director

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Job Development and Retention

- Supervises and directs clients' job search activities and furnishes clients with job leads.
- Provides job retention and follow-up services to clients.
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Program Development and Implementation

Case Management

- Provides assistance and counseling to clientele in employment and training programs.
- Conducts interviews and assessments to determine clientele needs and skills.
- Makes job placements and referrals.
- Contacts and coordinates with appropriate agencies, employers, providers or other sources to develop or supply the means, work, school training or other services aimed at accommodating determined clientele needs.
- Determines and recommends contract modifications and terms.
- Designs special programs.
- Monitors and evaluates clientele progress.
- Conducts structured training sessions.
- Maintains records and prepares forms, reports and correspondence related to assignment.
- May require driving a vehicle to community events, outreach and job fairs.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Completion of two years of college (60 semester units) with major course work in administration, psychology, career planning, social science, or related field.
- Two years of recent responsible work experience comparable to a Training & Employment Counselor I

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Knowledge of:

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interviewing and record keeping techniques.
- Modern office practices and procedures.
- Labor market needs and requirements.
- Agency and community resources.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Understand and apply state, federal, and local regulations, laws and directives pertaining to employment and training programs.
- Effectively interview and/or train clients.
- Accurately keep records.
- Basic math.
- Read and write at a level consistent with the requirements of the position.
- Assures compliance with policies, rules and procedures governing program operations.
- Conducts research.
- Works collaboratively with assigned supervisor, team members, partner staff, and clients to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing on a stepstool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Work Environment:

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Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This may be an itinerant position and employees must be self-sufficient with regards to travel off-site locations to provide services.

Licenses and Certificates:

- Valid California C Driver's License.
- Provide proof of automobile insurance, if driving personal vehicle for work.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: G

Approval Date: September 17, 2025