

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

TRAINING & EMPLOYMENT COUNSELOR III

DEFINITION:

Under direction of the One Stop Director, the Training and Employment Counselor III performs assessment, counseling, placement and job development in employment and training programs; provides assistance and training to staff; and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

One Stop Director

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides assistance and counseling to clientele in employment and training programs.
- Provides assistance and training unit/program staff.
- Provides assistance with gathering information for grant proposals, reports and tracking expenditures.
- Conducts interviews and assessments to determine clientele needs and skills.
- Provides contracts and coordinates with appropriate agencies, employers, providers or sources to develop or supply the means, work, schools 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 and regular training sessions for Training Employment Counselors I and II.
- Monitors program expenditures for participants and makes recommendations regarding allocations.
- Reviews supportive services and participants' cost.
- Audits case files for compliance and accuracy.
- Maintains records and prepares forms, reports and correspondence related to assigned work program or unit.
- May require driving to community events, meetings and outreach.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Completion of two (2) years of college (60 semester units) with major course work in administration, psychology, career planning, social science, or related field or an equivalent combination of education or experience
- Two years of recent responsible work experience comparable to a Training Employment Counselor II.

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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, counsel, or train clientele.
- Accurately keep records.
- Basic math.
- 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.
- Communicate effectively in both oral and written form.
- 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:

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

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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: H

Approval Date: September 17, 2025