COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: EMPLOYMENT PLACEMENT SPECIALIST II

BASIC FUNCTION: Under the direction of the Superintendent and/or designee, perform a variety of specialized duties in support of work-based learning, employment placement, and development of job sites to support ROP/CTE programs, grants, and/or contracts. Position will work with diverse populations of high school students and/or adults in developing work readiness and job search skills. Serve as a liaison between participants, ROP personnel, employers, and outside agencies regarding work-based learning opportunities and employment placement services. Assist with monitoring and overseeing assigned programs including fiscal and program performance, accountability measures, and required paperwork and reporting.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES: Perform a variety of specialized duties in support of work-based learning activities, career development, work readiness, and employment placement.

Initiate, develop, and maintain an employer base for work-based learning and participant placement opportunities, and match participants to potential employers according to needs, interests, and abilities.

Assist participants with career exploration development of career goals and job search skills; conduct program orientations; train and coach participants in work-readiness skills.

Assist in monitoring fiscal operations of assigned programs; ensure compliance with county, state, and/or federal regulations and provisions concerning program activities and outcomes; authorize student payroll in accordance with established limitations and laws; provide appropriate documentation for all expenditures in a timely manner.

Compile and monitor information and data; prepare and maintain a variety of required records and reports to ensure adequate progress toward program objectives and outcomes. Meet all established reporting timelines and requirements.

Serve as a liaison between participants, ROP personnel, employers, and outside agencies regarding work-based learning opportunities and employment placement services. Respond to inquiries and provide information concerning program activities, policies, procedures, and objectives.

Conduct recruitment activities to promote career technical education services; prepare and deliver oral presentations to participants, school district personnel, and grant administrators regarding work-based learning, employment services, and any related grant requirements. Develop and maintain related promotional materials.

Receive and respond to participant referrals; schedule and conduct intake interviews with potential program participants; assist participants with program registration; identify and assess participant needs, interests, and abilities.

Communicate with participants and other stakeholders to exchange information, coordinate activities, and resolve issues or concerns related to a participant's progress, barriers, and assigned activities.

Maintain and share community and agency resources with participants, families, employers, and educators.

Establish and maintain filing systems; prepare and maintain detailed case notes concerning individual participants; ensure all required data is entered correctly in the reporting system.

Operate a variety of office equipment including calculators, copiers, computer equipment, and assigned software; drive a vehicle to conduct work.

Attend and participate in a variety of meetings and conferences; assist in developing and conducting participant workshops to enhance job skills.

OTHER DUTIES: Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Principles, practices, and procedures of career and technical education training programs for participants. County, state, and federal laws, rules, and regulations pertaining to the employment of minors and adults.

Training and employment opportunities in the community. Program management techniques. Interviewing and advisement techniques. Policies and objectives of assigned program and activities. Interpersonal skills using tact, patience, and courtesy. Applicable laws, codes, regulations, policies, and procedures.

Operation of standard office equipment, including computer and assigned software, and multi-lined telephone system.

Oral and written communication skills; interpersonal skills using tact, patience, and courtesy. Record-keeping and report preparation techniques. Public speaking techniques.

Modern office practices, procedures, and equipment. Basic public relations techniques. Research methods.

ABILITY TO: Perform a variety of specialized duties in support of employment placement and working with diverse populations of high school students and adults.

Assist individual students with developing career technical education and job search skills.

Serve as a liaison between students, ROP personnel, employers, and outside agencies regarding employment services, opportunities, and placement.

Identify and evaluate student interests, needs, and abilities.

Provide career and job-related advisement. Research and locate employment opportunities for program participants. Monitor student progress. Interpret, apply, and explain rules, regulations, policies, and procedures.

Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Maintain records and prepare reports.

Plan and organize work.

Prepare and deliver oral presentations.

EDUCATION AND EXPERIENCE:

Required: Bachelor's degree in social services, special education, psychology, human resources, or related field and 3 years of experience in program development and implementation involving programs and services serving diverse populations of high school students and/or adults. An additional 8 years of experience in social services, special education, psychology, or human resources may be counted in lieu of a Bachelor's degree.

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023, will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT: Office environment. Driving a vehicle to conduct work.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information and make presentations. Seeing to read a variety of materials. Sitting for extended periods of time