

JOB DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for marketing public workforce development initiatives such as the Workforce Investment Act (WIA) Program by promoting public and private sector awareness and support for the job training programs, and for locating and developing suitable unsubsidized employment opportunities for program participants. Responsibilities include developing and maintaining extensive contacts with personnel managers/hiring authorities and persuading them to consider program participants for existing jobs or to create suitable entry level positions tailored to the qualifications of program participants. Supervision is not usually a responsibility of this class although partial supervision may be exercised on a project or temporary basis and technical advice and assistance may be provided to support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and maintains on-going relationships with public and private sector executives and employment personnel for the purpose of enhancing awareness of WIA activities and promoting employment opportunities for program participants;

Locates and develops employment opportunities for job ready program participants with prospective employers in the area serviced by the Westchester Service Delivery Area;

Refers suitable participants to jobs and at scheduled intervals, follows-up on all placements to insure success of the placement for both the employer and employee;

Meets regularly with employment counselors to inform them of job opportunities and to review and discuss the suitability of job ready participants for specific opportunities;

Gathers information on current labor market trends and potential labor needs and expected standards of performance for the development of training programs and overall program planning;

Works with subgrantee agencies or partners in placing program participants into their unsubsidized work force as openings become available or to restructure existing jobs tailored to the qualifications of program participants;

Coordinates job development and placement activities with subgrantee agencies;

Conducts workshops on a variety of work readiness related topics to ensure understanding of employer needs and promote job retention;

Prepares and maintains accurate records of placement activities; prepares reports of these activities as required;

Coordinates activities for the Summer Jobs for Youth Program;

Uses computer applications or other automated systems such as word processing, spreadsheets, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of applicable laws, rules, regulations, policies and procedures as they affect job development activities; knowledge of the employment conditions and trends of the local labor market; knowledge of the methods and techniques used in the planning, development and implementation of employment programs; ability to establish and maintain cooperative relations with participants, employers and other contacts; ability to verbally communicate factual information on assigned programs and participant qualifications to potential employers; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness; integrity; tact; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and one year of experience where the primary function of the position was in personnel interviewing, counseling, recruitment, placement, job development, human resources planning or training, or in marketing or public relations.

SUBSTITUTIONS: (1) Satisfactory completion of 30 credits* towards a Master's Degree* may be substituted for one year of the required experience. (2) Satisfactory completion of a one year Public Administration internship in a government agency may be substituted for one year of the above stated experience. (3) Verifiable volunteer experience in community relations may be substituted for an equal amount of the required experience.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

NOTE #1: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

NOTE #2: Experience gained as a volunteer must be equivalent to a 35 hour a week, full-time position.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.