

JOB DEVELOPMENT SPECIALIST  
(BOCES # 1 & 2)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for locating and developing suitable employment opportunities for BOCES students. This objective is achieved by cultivating and maintaining extensive contacts with hiring authorities and persuading them to consider BOCES students for existing jobs or to create suitable entry level positions tailored to the qualifications of BOCES students. An incumbent may be involved in conducting labor market analysis to determine employment outlooks. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Locates and develops pre- and post-high school graduation employment opportunities for job ready BOCES students including internships and permanent job placement opportunities;

Maintains on-going relationships with community agencies, business executives and employment personnel for the purpose of enhancing job development activities and responsibilities;

Works closely with teaching staff to determine and measure student skills and abilities in order to identify suitable employment opportunities;

Coordinates meetings with Guidance Counselors to inform them of job opportunities and to review and discuss the suitability of job ready students for specific opportunities;

Refers suitable participants to jobs and at scheduled intervals follow-up on all placements to ascertain the satisfaction of both the employer and employee;

Prepares and maintains accurate records of job placements and their success rates;

Maintains student files including working papers, timesheets, and performance appraisals;

Prepares agency filings, spending projections for workshop costs and other reports as requested by a supervisor;

Conducts workshops and arranges for guest speakers as subject matter experts to conduct presentations on relevant topics such as interviewing techniques, resume writing and career exploration;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the employment conditions and trends of the local labor market; good knowledge of available community employment resources for both subsidized programs and private employers; good knowledge of the methods and techniques of interviewing and counseling for the purpose of determining job applicant skills and realistic occupational choice; working knowledge of the methods and techniques used in planning, development and implementation of employment programs; ability to analyze material and determine

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Continued): appropriate referrals; ability to conduct workshops for the improvement of employability in topics such as resume writing and interview techniques; ability to make realistic assessments of the employment capabilities of students and make appropriate referrals to increase their employability; ability to establish and maintain cooperative relations with students, employers and others contacted; ability to communicate effectively both orally and in writing; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; integrity; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience which must have included one or more of the following activities: personnel interviewing, counseling, recruitment, placement, job development, community development, manpower planning or training.

SUBSTITUTIONS: Satisfactory completion of 30 college credits\* may be substituted on a year for year basis for up to four (4) years of the work experience described above. A Bachelor's\* or Master's Degree\* in public administration, business administration, human resources, manpower planning, counseling, psychology, social work or personnel administration may be substituted for five (5) years of the work experience described above.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

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

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

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.