

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: JOB DEVELOPMENT SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide specialized assistance and service within the job development and job placement program; solicit employer interest and involvement in student employment; assist in the development of job training service programs and student job assessments.

REPRESENTATIVE DUTIES:

Assist in conducting labor market surveys and analysis to determine job markets for student employment; identify and contact employers to determine the numbers and types of employment opportunities for student employment. *E*

Evaluate departmental operations and activities; recommend improvements and modifications; recommend improvements in workflow, procedures and the use of office equipment. *E*

Assist in the development of job training services strategy; identify the characteristics of jobs; determine accessibility of jobs to student employment; research and perform analysis of market data relational to economic data. *E*

Research, compile, analyze and summarize data for special projects, programs and various comprehensive reports; compile and summarize a variety of data in the preparation of monthly and annual reports, including reports on student placement and student referrals. *E*

Accept job orders from potential employers; write on-the-job training contracts and negotiate payroll terms within established policies and procedures; may follow-up with employers to update job order information. *E*

Accept and review student applications for placement referrals; interview student clients to determine education, training and interest; screen applicants to determine qualifications for job orders; arrange employer interviews for student employees. *E*

Attend and participate in a variety of workshops, conferences and meetings, including the annual Job Placement Conference; conduct job search assistance workshops; advise clients of appropriate interview technique, dress and related employer expectations. *E*

Participate in budget preparation and administration; research, analyze and recommend job training service areas; submit justifications for use of funds to implement job training service programs. *E*

Research, compile, analyze and summarize data for monthly reports related to student placements; maintain records and information regarding student client calls, interviews and other related issues. *E*

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of training and providing work direction.
Principles and practices of fiscal, statistical and administrative research and report preparation.
Principles and practices of marketing.
Modern office procedures, methods and computer equipment.
Correct English usage, spelling, grammar and punctuation.
Principles and practices of job placement program development and administration.
Principles and practices of career development.
Labor market employment trends.
Business letter writing and report preparation.
Principles and techniques of public relations.

ABILITY TO:

Learn, interpret and apply the policies and procedures of the District.
Develop and maintain community contacts.
Research, organize and present a variety of employment data.
Plan, implement and evaluate job placement services.
Advise students in matters related to job placement.
Develop and apply a variety of placement-related software.
Work courteously with students and the general public on the telephone or in person.
Train and provide work direction to assigned staff.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree in business administration, public administration, marketing or a related field and four years of responsible student services experience including experience involving analytical research and reporting.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs. |
| <u>3</u> | j. | Ability to operate office equipment. |
| <u>1</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.