

## **EMPLOYMENT AND TRAINING WORKER III**

### DEFINITION

Under limited supervision, the Employment and Training Worker III performs the most complex work and specialized assignments requiring an advanced level of technical knowledge in employability services and, depending on assignment, public assistance programs.

### DISTINGUISHING CHARACTERISTICS

Employment and Training Worker III is the advanced journey level in the series, and is distinguished from Employment and Training Worker I/II by the performance of the most complex range of duties assigned, including the complex duties related to interviewing and evaluating the employability of program participants, including assessing employment barriers and developing and monitoring employment plans; perform specialized technical assignments independently; and provide lead work and training for Employment and Training Workers

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory or management staff. An Employment and Training Worker III has no responsibility for supervising others, but may provide lead direction to other Employment and Training Workers.

### EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Assists in the development and implementation of procedures for employment and training and, depending on assignment, public assistance programs.

Administers and interprets vocational measurement tests; assesses program participants' employment readiness.

Identifies employment barriers and develops plan to assist client in overcoming barriers, including making referrals to other professional for assistance.

May refer clients to other services such as substance abuse or domestic violence programs as appropriate.

Explains regulations, rules, and policies to clients to apprise them of their rights, responsibilities, and eligibility for participation and explains employment programs to clients and the public.

Develops plans for participants to achieve gainful employment and provides career guidance and counseling.

Regularly contacts and monitors participants' progress in meeting established goals and compliance with program requirements.

Within mandated timeframes, documents evidence of individual clients' non-compliance with program rules and regulations, and when appropriate, follows procedures for recommending imposition of sanctions for cause.

Monitors training and work site arrangements.

Serves as the Department's hearing representative when program participants dispute determinations concerning eligibility for program participation.

Assists in the gathering of labor market information and shares this information with program participants.

Develops and maintains client employment and training opportunities by maintaining positive liaisons with area employers and entities that provide job-related training.

Enters and retrieves data and performs caseload management activities on an automated computer system; performs case reviews as assigned.

May provide training and/or lead direction to staff.

Performs related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

Modern office procedures, methods and technology, including computers.

Laws, rules, regulations and goals of publicly funded employment and training programs.

Theory and methodology in career planning, vocational guidance programs, and employment counseling, including practical and realistic methods for assisting program participants become gainfully employed.

Principles of training and staff development.

Hiring trends and practices of private and public sector employers in the local labor market.

Community-based job training programs and other resources available to low income job seekers.

Department and community resources available to clients.

Computer terminology and computer keyboard arrangement.

English usage, spelling, grammar and punctuation.

Positions also responsible for determining the eligibility for public assistance programs require the following additional knowledge:

Laws, rules, regulations and goals of multiple public assistance programs.

Resources available to obtain and verify information concerning eligibility.

Ability to:

Elicit factual information from prospective and current program participants, some of whom may exhibit behavior or symptoms indicative of persons experiencing deprivation and/or emotional difficulties.

Evaluate and, when appropriate, recommend changes and/or corrections to program participant cases.

Monitor program participants' compliance with program regulations and requirements, and monitor progress toward becoming gainfully employed.

Prepare reports, forms, plans and agreements.

Accurately enter data into an automated computer system and navigate through multiple-screen records.

Identify problems requiring referral to other sources.

Read, understand and follow complex rules, regulations, policies, and memos.

Communicate with others from diverse socioeconomic and cultural backgrounds.

Identify and evaluate needs and barriers to employment, and complete employability plans.

Competently gather and accurately record and evaluate program related data.

Train individuals and groups.

Manage automated and manual client and program records.

Establish and maintain cooperative working relationships with employers, outside providers, agency staff, and the public.

Use a personal computer and automated systems effectively, and operate other modern office equipment such as a copier, telephone system and calculator.

Lead, direct, and train other employment services and eligibility staff and outside service providers.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain confidentiality as required.

#### EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Either One (1) year of full-time experience comparable to Employment and Training Worker II. OR Six (6) months of full-time experience comparable to Employment and Training Worker II and completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

##### Training (for all levels):

Equivalent to the completion of the twelfth grade.

#### SPECIAL REQUIREMENTS

Some positions in this classification may require possession of a valid California Driver License. Employees who drive on County business to carry out job related duties must possess a valid California Driver License for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

Classification Code:	6444284
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	317