

SENIOR EMPLOYMENT SPECIALIST

Job Summary:

Under supervision, performs a variety of complex community employment services such as job development, recruitment, counseling and job placement.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Performs the more complex employment services provided by the Employment Development Division, including lead staff functions for the Summer Youth program.
2. Leads the work of other employment specialists and/or clerical staff.
3. Performs employment services including, but not limited to, job development, recruitment, counseling and job placement.
4. Coordinates special events to include job fairs, private business recruitments and employer orientations to promote participation and provide job opportunities.
5. Prepares and maintains a variety of records, statistics, files and reports related to employment services and other functions of the Employment Development Division.
6. Communicates with business representatives, community organizations and governmental agencies to refer and recruit clients and develop job opportunities for City of Carson residents.
7. Performs employment counseling including intake and assessment; refers clients to jobs or service agencies as appropriate.
8. Compiles and evaluates data; writes reports related to employment development activities.
9. Provides information to clients, city staff, public and others concerning employment development activities and programs; prepares and delivers oral presentations as requested.
10. Maintains current knowledge of employment market trends and cyclical hiring processes; attends staff meetings, seminars and training sessions.
11. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Two years of college which must include coursework in social science, psychology, human services, business or public administration and two (2) years of full-time, paid experience in job development or delivery of social services programs. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Job development, recruitment and interviewing techniques.
- Labor market and economic trends.
- Laws, codes and regulations governing private and public sector employment.

- Event planning and coordination.
- Job placement and/or employment counseling techniques.
- Basic principles of employment qualifications and job evaluations.
- Community resources.
- City organization, operations, policies and objectives.
- General record keeping practices.
- Principles of supervision and training.
- Personal computer software and hardware.
- Office practices and procedures.
- Basic research, statistical and analytical methods.
- Effective methods of report writing and presentation.

Skill and Ability to:

- Perform a variety of employment services including recruitment, counseling, job development and placement.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Maintain accurate records and prepare clear and concise reports.
- Establish and maintain effective working relationships with others.
- Lead and/or supervise staff.
- Effectively communicate orally and in writing.
- Make effective oral presentations.
- Operate computers and related software.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Performs work which is primarily sedentary.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to use city and/or personal vehicle in the course of employment.
- May be required to work evenings and/or weekends.