

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **WORKABILITY III EMPLOYMENT DEVELOPER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, perform a variety of duties involved in the implementation of the Workability III program within DSPTS at the College in order to provide students with disabilities preparation and placement as it pertains to employment; work in cooperation with the Department of Rehabilitation to provide outreach and recruitment/referrals from the College at large, community agencies, high schools, and the community at large; collaborate with employment programs on campus and in the community; provide information in regards to internships, state and federal employment experience programs, and community events that may lead to employment opportunities; and network with other job developers statewide and develop employment opportunities.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provide job preparation training to the students who are Department of Rehabilitation clients.
2. Develop interagency cooperative work contracts between Workability III students and local area businesses.
3. Coordinate Workability III student placements with Workability III, DSPTS staff, and Department of Rehabilitation counselors.
4. Maintain monthly verbal and/or written contact with referring Department of Rehabilitation counselors and DSPTS staff.
5. Provide technical and functional direction between Workability III students and private employers by completing individual task analysis and training.
6. Train Workability III students on the job in employee protocol, teamwork, productivity, and quality work performance.
7. Assist Workability III students with transitions into full-time employment including help with independent living skills as related to successful job retention.
8. Interface with the vocational work experience programs at the college to ensure Workability III student participation in these opportunities.
9. Refer students to other campus and community programs and services as appropriate; create and make presentations to business and community-based organizations and agencies in connection with student employment.
10. Develop and assist in the design and preparation of written information concerning employment services including brochures, flyers, forms, procedure manuals, and job descriptions for distribution to staff and students.
11. Provide employment related workshops.

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12. Prepare and maintain accurate data, records, and files on employment; develop and maintain student files.
13. Assist management staff with compiling data for quarterly state reporting.
14. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Operations, services, and activities of an employment development program.
2. Job preparation principles and techniques.
3. Employers in the surrounding areas.
4. Current business trends and needs.
5. College and community based employment programs and services.
6. Pertinent federal, state, and local laws, codes, and regulations including District, state, and federal regulations as they affect employment services.
7. Community college programs, services, and organization.
8. Principles and practices of research and report preparation.
9. Principles and procedures of record keeping.
10. Principles of business letter writing.
11. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
12. Interpersonal skills using tact, patience, and courtesy.
13. English usage, spelling, grammar, and punctuation.

**Ability to:**

1. Provide job preparation training to the students.
2. Develop and present effective presentations, training, and workshops.
3. Develop flyers and other written material for program needs for recruitment and outreach.
4. Develop interagency cooperative work contracts between Workability III students and local area businesses.
5. Network effectively with on campus and community programs.
6. Coordinate Workability III student placements with Workability III, DSPS staff, and Department of Rehabilitation counselors.
7. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
8. Interpret, apply, and explain District policies, regulations and requirements.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Collect data for State reporting purposes.
11. Prepare clear and concise oral and written reports.
12. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
13. Plan and organize work to meet changing priorities and deadlines.
14. Communicate clearly and concisely, both orally and in writing.

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15. Establish and maintain effective working relationships with those contacted in the course of work.
16. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in social science, business administration, public administration, liberal studies, or a related field. A Bachelor's degree is desirable.

**Experience:**

Two years of responsible experience in employment development, human resources, or a related field.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites and locations.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

3/19/02;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical - Paraprofessional