

EMPLOYMENT ASSISTANT III

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work of a moderately complex nature which involves a responsibility for overseeing and directing the day-to-day activities of the Employment Unit in the Department of Social Services. The work is performed under the general supervision of the Coordinator, Guidance and Employment Training program. Supervision is exercised over a number of paraprofessional, technical and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the day-to-day activities of the Employment Unit in the department of Social Services by assigning and reviewing work, resolving problems, establishing and implementing procedures for delivering services to clients, monitoring compliance with local and state regulations, etc.;

Interprets federal, state and local policies as related to the provision of employment and rehabilitation services to public assistance clients;

Maintains liaison with other government agencies and community groups to exchange information, explain employment-related programs and regulations, and encourage participation of public and private employers in a variety of job training programs;

Works with the Operations, Analysis and Planning Unit and administrative staff in the development of new procedures needed to ensure compliance with regulations and maximize the efficiency of the Employment Unit;

Participates in the training of staff;

Reviews and makes recommendations to administrative staff for changes in the operating procedures of the unit, when appropriate;

Compiles data, when requested, and prepares standard reports, memos and letters;

Attends meetings and workshops, when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of social services laws and programs related to employment; ability to supervise the work of others; ability to communicate effectively both orally and in writing; ability to prepare clear and accurate records and reports; ability to understand and interpret procedures and policies; ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of employment interviewing or related experience, at least one (1) year of which must have been in a supervisory capacity.

NOTE: A Bachelor's degree or higher may be substituted for two (2) years of the general experience.

PROMOTION: One (1) year of experience as an Employment Assistant II.