

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Employment and Training Specialist II

CLASS CODE: 6214

GENERAL DESCRIPTION OF DUTIES:

Incumbents develop employment opportunities with employers, research and identify potential job openings, recruit employment and training program clients and manage client cases to provide employment and training; or they may serve as lead workers engaged in assessing employment skills of clients, developing plans to improve employment potential, and advising and counseling clients about training/employment skills.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level professional classification in the Public Employment Series—Employment and Training Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for soliciting jobs from employers, promoting employment and training programs, and/or serving as lead worker responsible for assessing the employment potential of clients and helping them develop job-seeking skills.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

While this is typically an individual contributor class, meaning that most incumbents are responsible for his/her own work, including output, quality and timeliness, incumbents may, however, explain work processes, train others, and distribute workloads of employees in the same or similar job title. Incumbents may also serve as a resource or lead by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Researches and identifies job openings. Meets with employers to promote city employment and training programs and coordinate clients for job placement.

Assists employers with scheduling client interviews, employment verifications and placement follow-up.

Assists in marketing employment and training program.

Recruits clients.

May establish client program eligibility. Assesses clients' career potential.

Organizes and implements Job Fair to match clients with employers.

Conducts employment counseling to determine client desires. Develops client strategic plans for training and employment.

Arranges aptitude, interests and employment skills tests.

Recommends skills training, on-the-job training, work experience, academic training (GED) or other training or improvement to increase chances of employment. Advise clients of available funding for training, apprenticeship opportunities, and educational opportunities.

Analyses cases to develop recommendations and write reports and other documentation.

Assists clients with job-seeking skills such as resume writing, interview skills and others.

Communicates with schools and employers regarding clients' progress.

Conducts exit interviews with clients to determine job seeking/placement success.

Monitors contractors' performance.

Schedules, distributes/balances and guides the work of co-workers, according to established work flow/assignment requirements.

Assists supervisory staff with timely completion of the assigned workload.

Monitors and reports on co-worker performance to determine overall conformity to established timetables and quality standards, and documents and communicates employee production levels and training needs.

Trains co-workers, as directed, in specific tasks, job practices and procedures.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide paraprofessional level counseling in semi-specialized areas, such as providing vocational and training advice, employment placement, and job skills development.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as job orders, employment vacancy ads, client resumes, employment verifications, placement verifications, program reports, placement reports/case notes directories, training manuals, financial aid forms, individual plans, school catalogs, program manuals and regulations, statutes, procedures, guidelines, timesheets, vendor reports, and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, decimals and fractions.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to disease and irate individuals poses a very limited risk of injury.

Physical Requirements:

Requires the ability to lift, push and pull up to twenty pounds such as office supplies. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of odors to assess client hygiene. Requires the ability to distinguish objects clearly at close range. Requires the ability to sustain prolonged visual concentration.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

EDUCATION AND EXPERIENCE STATEMENT:

Bachelor's degree in social services related field with one to two years job development, placement and vocational counseling experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

Possession of a valid state driver's license.