

EMPLOYMENT DEVELOPMENT SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is technical and supervisory employment service work.

Employees in this class supervise a unit performing a variety of complex employment service technical duties.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises, coordinates, and implements the policies, programs and procedures within an assigned unit of employment service responsibility.

Provides operational and administrative guidelines to subordinates; reviews and interprets federal and local laws and guidelines; reviews forms and procedures as needed in the unit.

Participates in developing complex job placements, conducting interviews, counseling program participants and the processing and certification of alien laborers.

Coordinates and negotiates employment agreements and develops work-sites within governmental and private employers.

Conducts and monitors periodic evaluation of the program component and submits evaluations; makes recommendations and develops guides and operating procedures.

Gathers and reviews data and applications; prepares reports and contracts.

Participates in pertinent employment program meetings and conferences with federal, local, and other officials.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the goals and objectives of employment interviewing for purposes of employability assessment, job referral, placement and counseling.

Knowledge of applicable employment program laws, regulations, policies and procedures.

Knowledge of the skills, abilities, personal qualifications and training needed in a variety of occupations and industries.

Knowledge of the employment problems of special applicant groups including the economically and culturally disadvantaged, veteran, and older workers.

Ability to supervise the work of others.

Ability to make decisions in accordance with laws, rules and regulations and appropriate program guidelines.

Ability to provide technical assistance and instructions on procedures and techniques to be employed in handling a variety of employment service cases.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

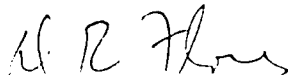
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience as an Employment Development Worker III or equivalent work and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission