

STATE CENTER COMMUNITY COLLEGE DISTRICT
EMPLOYMENT/CASE MANAGEMENT SPECIALIST – CAL WORKS/JTPA

DEFINITION

Under direction performs work related to the assessment and advising of individuals needing training for job placement.

DISTINGUISHING CHARACTERISTICS

This classification performs duties in accordance with general instructions or established JTPA regulations and procedures. This position differs from lower levels by the complexity and problem solving requirements.

EXAMPLES OF DUTIES

Performs a variety of duties including conducting individual assessment and advising sessions to determine appropriate training programs for work preparation; maintaining records using the JTPA computer software; researching and maintaining statistics on client base. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Completion of sixty (60) college units.

Experience: Considerable experience working in job placement, developing vocational training programs for motivation, job search and job interviewing, working with individuals from diverse cultures, and working with JTPA regulations.

Knowledge and Abilities: Knowledge of college and community resources to assist students; interviewing techniques. Ability to administer and interpret Test of Adult Basic Education (TABE), and other systems of objective testing; write for and communicate orally with a diverse audience; motivate students; utilize labor market information for career/training advising; process complex technical tracking of client records. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to enter and retrieve data from computer system in appropriate format; receive and follow instructions and appropriately interact with students, parents, staff, faculty and the public; assign and review the work of other employees and students assigned to the department, learn and apply college and district policies and procedures.

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Approved: March 2, 1998
Salary Range: 54