



PERSONNEL COMMISSION

Class Code: 0463
Salary Range: 20 (C1)

JOB DEVELOPER

JOB SUMMARY

Under general supervision, formulate, organize, search, identify and implement job development and placement plans for youth; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Participate in the review and assessment of youth eligibility for a variety of school-to-work initiatives and programs available through vocational education, the regional occupational program, Job Training Partnership Act/Greater Avenues for Independence (JTPA/GAIN), school for adults and other job training programs. **E**
- Conduct or work with school counselors, JTPA/GAIN and career education personnel to design and conduct employability training for youth that include subjects such as grooming, dress, reliable transportation, punctuality and productive work habits. **E**
- Conduct workshops for youth in the job application process and employment interviewing. **E**
- Maintain job opportunity data bank of the local area job openings and potential openings. **E**
- Develop private and public sources in the community that provide information and leads on employment and/or employment training possibilities for youth; maintain ongoing contact with community agencies such as the Employment Development Department and City of Long Beach. **E**
- Contact employers to promote youth employment and training opportunities; work with employer representatives to identify jobs that can be performed by youth and to design apprenticeship, on-the-job training, internship, unpaid and paid employment opportunities; follow up with employer representatives and youth on progress and status of employment. **E**
- Participate in group or committee efforts with educators, members of community organizations and employer representatives engaged in planning and developing employment opportunities and job search. **E**
- Attend workshops, conferences and meetings in reference to employment trends and job search strategies. **E**
- Maintain records and files on youth enrollees, employers and employment

opportunities. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

A Job Developer interacts with members of community organizations and potential employers in seeking and securing employment and training opportunities for youth. An incumbent applies a thorough knowledge of job market trends and current training programs available through educational institutions, community organizations and employers.

EMPLOYMENT STANDARDS

Knowledge of:

Laws applicable to the employment of youth and students.
Job search, job placement and employee selection.
Community resources available to youth.
Labor market and job market conditions and trends.
Principles and methods of vocational education.
Adolescent development.
Arithmetic.

Ability to:

Make effective group presentations.
Work with and be sensitive to the needs of the disadvantaged, underemployed or unemployed.
Persuade and motivate youth in work and job preparation objectives.
Solicit the interest and commitment of employers to employ youth.
Compile data, prepare reports and maintain accurate and detailed records.
Operate a variety of office equipment such as typewriter, personal computer, calculator and multi-line telephone.
Write letters, bulletins and notices.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Training:

Associate of Arts degree including course work in business, behavioral science or a related field. Training or course work in human resource administration is preferred.

One year of experience in job search and placement may be substituted for the one year of training.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

Experience:

One year of experience in job search and placement.

SPECIAL REQUIREMENTS:

Positions in this classification require the use of personal automobile and possession of a valid California Class C driver's license.

WORKING CONDITIONS:

Office environment.
Visits to employer sites.
School and classroom.
Attendance at meetings throughout the community.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

10/19/95
Rev 10/24/02
Rev 3/25/04