



## PERSONNEL COMMISSION

**Class Specification  
Salary Range: 20 (C1)**

### CLASS CODE

### TITLE

0463

**JOB DEVELOPER**

5186

**JOB DEVELOPER – BL SPANISH**

### JOB SUMMARY

Under general direction, perform a variety of duties related to the job placement and case management of students participating in the Transition Partnership Program or similar program; identify and develop prospective employment opportunities and internships; provide employment skill training to students; 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.*

- Perform a variety of duties related to the job placement and case management of students participating in the Transition Partnership Program or similar program; assure compliance with applicable laws, codes, rules and regulations. **E**
- Identify and develop prospective student employment opportunities and internships; contact employers to promote student employment and training opportunities; work with employers to identify jobs for students, on-the-job trainings, internships and unpaid and paid employment opportunities. **E**
- Market the program to local businesses to support excellence in program development, job placement and school-to-work transition; attend employment events and job fairs to distribute program information. **E**
- Develop and provide group and individual employment skill training to students in areas such as resume and cover letter preparation, completion of job applications, personality assessments, interviewing techniques, telephone etiquette, job retention skills and proper personal hygiene and attire. **E**
- Distribute information regarding current job openings; match students to appropriate training and work environments; assist students in obtaining necessary employment documents such as work permits; coordinate employment and internship interviews with students and hiring managers. **E**
- Assist students with transportation to work locations by providing public transportation mobility training. **E**
- Maintain ongoing contact with employers and students during periods of employment and internships; conduct site visits to monitor student job performance and provide job coaching and training; follow up with employers and students

regarding progress and status of employment; complete, review and submit student time cards. ***E***

- Coordinate and participate in special program events such as the annual mock interviews, parent/student orientation session and group job development event; encourage local employer participation in events. ***E***
- Participate in group or committee efforts with educators, members of community organizations and employer representatives engaged in planning and developing employment opportunities. ***E***
- Participate in the review and assessment of student eligibility for a variety of school-to-work initiatives and programs; maintain ongoing contact with community agencies such as the Employment Development Department, Department of Rehabilitation and City of Long Beach. ***E***
- Maintain a variety of records, lists and files related to assigned activities including detailed individual student case files; prepare a variety of reports related to program activities including periodic student progress reports. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. ***E***
- Attend a variety of meetings, workshops, conferences and trainings to maintain current knowledge of employment trends and job search strategies. ***E***
- Assign work and provide work direction and guidance to appropriate program staff as needed to assure smooth and efficient office and program operations.

*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**

Incumbents in this classification perform a variety of duties related to the job placement and case management of students participating in the Transition Partnership Program or similar program. A Job Developer interacts with members of community organizations and potential employers in seeking and securing employment and training opportunities for students. An incumbent applies a thorough knowledge of job market trends and current training programs available through educational institutions, community organizations and employers. Incumbents in the Job Developer – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary to provide program services and translate materials and interpret for families.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Laws, codes, rules and regulations applicable to the employment of youth.  
Job search, job placement and employee selection techniques.  
Work experience program goals and objectives.  
Employment skills and job coaching techniques.

Community resources available to youth.  
Labor market and job market conditions and trends.  
Adolescent development and characteristics.  
Career and occupational resources.  
Operation of a computer and assigned software.  
Record-keeping and filing techniques.  
Methods of compiling data and preparing reports.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Basic principles of training and providing work direction.

**Ability to:**

Perform a variety of duties related to the job placement and case management of students participating in the Transition Partnership Program or similar program.  
Identify and develop prospective student employment opportunities and internships.  
Develop and provide group and individual employment skill training to students.  
Provide support and positive role modeling for students.  
Provide job coaching and training for students in training or employment settings.  
Serve as a resource regarding career readiness information.  
Market the program to local businesses.  
Work with and demonstrate sensitivity to students with special needs and varying backgrounds.  
Persuade and motivate students towards work and job preparation objectives.  
Solicit the interest and commitment of employers to employ students.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Compile data, prepare reports and maintain accurate and detailed records and files.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Plan and organize work.  
Compose correspondence and written materials independently.  
Operate a variety of office equipment including a computer and assigned software.  
Prepare and deliver oral presentations.

**Education and Training:**

Associate's degree including course work in business, social services, human resources, career development or a related field. A bachelor's degree is preferred.

**Experience:**

One year of experience in career development, job search and placement, work experience programs or school-to-career programs, preferably in a high school setting.

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

**SPECIAL REQUIREMENTS**

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

Positions in the Job Developer - BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

**WORKING ENVIRONMENT**

Office, school and community environment.

Driving a vehicle to conduct work.

Visits to employer sites.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to demonstrate job tasks.

Reaching overhead and above the shoulders to demonstrate job tasks.

Lifting, carrying, pushing or pulling objects weighing up to 20 pounds.

*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

Revised: 10/24/02

Revised: 3/25/04

Revised: 7/11/13

PCA (BL Spanish): 10/17/13