

**Workforce Development Specialist III**

Salary Group: B14

Class Code: 3023

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
WORKFORCE DEVELOPMENT SPECIALIST I	3020	B11	\$26,332 - \$41,355
WORKFORCE DEVELOPMENT SPECIALIST II	3021	B12	\$27,840 - \$43,798
<b>WORKFORCE DEVELOPMENT SPECIALIST III</b>	<b>3023</b>	<b>B14</b>	<b>\$31,144 - \$49,134</b>
WORKFORCE DEVELOPMENT SPECIALIST IV	3025	B16	\$34,918 - \$55,130
WORKFORCE DEVELOPMENT SPECIALIST V	3026	B18	\$39,521 - \$64,449

**GENERAL DESCRIPTION**

Performs complex (journey-level) employment work. Work involves conducting interviews to assess client needs, disseminating information and facilitating access to workforce development programs, and providing employment counseling services. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Disseminates information regarding workforce development programs, as well as special and supportive services.

Provides assistance to clients with applications for employment, ensuring completeness.

Provides assistance to employers in establishing accounts, using the job matching system, and amending job posting information.

Provides employment statistical information.

Interviews clients to assess and record information regarding training needs, education, experience, skills, interest, and other relevant factors to determine clients' career development opportunities and eligibility of benefits.

Determines employers' job requirements, matches clients to current job openings, and refers qualified clients.

Maintains case management records.

Contacts employers to discuss ways to improve services and meet labor market needs more effectively.

Verifies the satisfactory placement of clients with employers.

Assists in developing marketing, instructional, or training materials to distribute to internal and external clients.

Writes job postings at the request of employers.

May assist with investigating disputed determinations by gathering additional information to resolve differences or to establish fraudulent intent.

May conduct presentations to explain employment programs and services.

May counsel clients who have complex job placement or job adjustment challenges.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in interviewing and counseling work. Graduation from a two-year college or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of interviewing and assessment techniques and procedures.

Skill in conducting interviews, in counseling others, in conducting vocational assessments, and in using computers and applicable software.

Ability to establish and maintain effective relationships with the public, to coordinate case planning and resources, and to communicate effectively.