

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** EMPLOYMENT SERVICE COORDINATOR **GRADE:** 12

**TITLE ABBREVIATION:** EMP SERV COORD **TITLE NO.:** 6362

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**        **EEO CODE:** PR **FLSA CODE:** NE(2)

**DEPARTMENT:** EMPLOYMENT & TRAINING **DIVISION:**                     

**SUPERVISOR'S TITLE:** SUPERVISOR OF EMPLOYMENT SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, coordinating and supervising the activities of a designated employment program. Incumbents are responsible for administering employment and training programs and activities while providing or arranging for the necessary support services. The position requires assessment of client employability and the recruitment and contracting of private sector employers, non-profit agencies and educational institutions. Work is performed under general supervision. Supervision may be exercised over support staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Plans, monitors, supervises and evaluates specific employment programs and activities;

Implements new programs as mandated by Federal and State regulations;

Initiates and maintains continuous contacts with employers to develop private sector employment opportunities;

Designs, negotiates and coordinates contracts with private sector employers to establish training opportunities for clients;

Interviews, assesses and refers clients to appropriate job openings or training programs;

Formulates an individually tailored Employment Plan for each client based on the assessment;

Refers clients to appropriate support services;

Works with individual clients to motivate, reinforce and develop solid work ethic and realistic goals;

Issues and authorizes vendor payments at completion of contracts and authorizes payments for appropriate support service needs;

Conducts and/or oversees Orientations and Job Readiness workshops to instruct clients on mandated requirements and job seeking skills;

Completes reports, compiles statistics, and assists with audits, as mandated by the Department and/or Federal and State regulations;

Takes appropriate action to evaluate, request and/or approve/disapprove sanctions on clients for non-compliance;

Review cases and assign work to subordinate staff, including clerical employees;

Works as a team with other staff to ensure employment programs, job fair, and employer recruitments, are being met;

Uses computer applications or other automated systems such as word processing, spreadsheets, calendar, e-mail and database software in performing work assignments;

Operates standard office equipment such as calculators, copiers, fax machines, or scanners.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of federal, state and local social service laws and programs as they affect eligibility for financial assistance; thorough knowledge of department's overall programs, policies and procedures; good knowledge of other laws and programs which may affect eligibility, such as public assistance, Worker's Compensation, Social Security and Unemployment Insurance; good knowledge of community resources available for individuals with barriers to employment; working knowledge of modern principles and practices of social casework; computer skill in use of office applications and software; skill in the development and instruction of resume writing; skill in interviewing job seekers with diverse backgrounds and in dealing with sensitive personal barriers such as homelessness, drug and alcohol addiction, mental health and other related issues; ability to address and reach conflict resolution among participants, staff and the public; ability to fulfill travel requirements to field assignments; ability to communicate and deal effectively with others; good abilities of observation, perception and analysis; sensitivity to the reactions of others; emotional maturity; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Possession of a Bachelor's Degree or higher and one (1) year of experience in planning, coordinating or delivering employment or training services; OR
- (B) Possession of a Bachelor's Degree or higher and two (2) years of active-duty service in the United States Armed Forces; OR
- (C) Possession of an Associate's degree or completion of sixty (60) semester credit hours and three (3) years of experience as defined in (A) above; OR
- (D) Graduation from high school or possession of a high school equivalency diploma and (5) five years of experience as defined in (A) above.

**Note:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

REVISED: 03/27/23 dc