



## JOB ANNOUNCEMENT BUSINESS AND EMPLOYMENT SPECIALIST II

- Classification: Business and Employment Specialist II
- Type: Full-Time, Limited-Term (12 months)
- Salary Range: A1 (\$29.75/hour) – G (\$39.96/hour)
- Schedule: Monday – Thursday, 8:00am – 5:00pm (32 hours/week)
- Assigned Worksite: 115 Ascot Drive, Suite 100, Roseville, CA 95661 (100% in-office)

### POSTING DATES

Open until filled. For immediate consideration, applicants are encouraged to apply early.

### AGENCY

Golden Sierra is a special district public agency that offers quality workforce investment services, providing both employers and individuals with the opportunity to achieve and sustain economic prosperity.

### PURPOSE

The intent of this recruitment is to fill two full-time (32 hours per week), 12 month, limited term Business and Employment Specialist II positions.

### DEFINITION

To perform a variety of professional duties and tasks related to workforce development, administration and operations; and to perform analytical work related to development, implementation and evaluation of workforce development programs and Job Centers.

### DISTINGUISHING CHARACTERISTICS

This is the journey level professional class within the Business and Employment Specialist series and has the ability to perform the full range of duties assigned, with only occasional instruction or assistance as unique situations arise.

Incumbents receive direction from an assigned supervisor. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

This class is distinguished from the Business and Employment Supervisor in that latter provides direct first-line supervision of assigned professional staff.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisor or management staff and may receive technical and functional supervision from a Business and Employment Specialist Supervisor. May exercise functional and technical supervision over professional staff as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Interview youth and/or adult clients to gather information, conduct assessments; identify needs, and determine eligibility for employment services; obtain required documentation and approve applications according to regulations and policies.
- Explain regulations, rules and policies to youth and/or adult customers and apprise them of rights and responsibilities and assist applicants in completion of forms for employment programs; assist clients via the Internet and other computer applications.
- Interview youth and/or adult customers for initial appraisal of client's job readiness; gather information on client's education, work history, skills, and barriers to employment; identify employment goals and objectives, the time it will take to reach the goal, and the available resources to attain the goal.
- Provide employment services in the Job Center; assist clients and potential customers with researching employment and related resources, using the computers and internet, and answering questions related to potential services.
- Conduct training sessions on a variety of topics related to life and employment skills; prepare and/or edit curriculum of training sessions.
- Approve and provide supportive services for customers such as transportation, ancillary needs, and childcare where such services would permit continuation or acquisition of employment.
- Identify and refer to appropriate services any customers who require assistance with such problems as substance abuse, mental health, domestic violence, homelessness, child or adult abuse or neglect.
- Develop and manage employment services plans for job-ready clients who need minimal services for removal of employment barriers.
- Assign and monitor job search and job skill activities and track applicable time limits; refer unsuccessful clients for further evaluation.
- Contact and respond to requests from local businesses regarding potential services and/or resources.
- Enter data accurately online into one or more computer systems; utilize and understand various computer screens and complete and review computer and on-line documents and other forms.
- Prepare clear, concise and accurate records, narratives, reports and statistics; maintain case record files, update and modify employment plans as necessary.
- Monitor customer compliance with program standards and agreements; evaluate and report on contract compliance; provide on-going technical assistance to grantees and sub-grantees in meeting technical obligations, including filing reports and related performance criteria; apply customer sanctions and conduct reconciliation interviews to bring customers back into conformity with employment plan requirements.

- Train the public, Agency staff, and Agency partner staff on routine procedures related to Job Center applications.
- May perform technical information technology system activities; perform upgrades, downloads and patches; troubleshoot printers, internet connections and related peripheral equipment; back-up system data; assist with moves and changes.
- Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Basic principles and practices of job training and workforce development.
- Federal, state, and local legislation and regulation related to job training.
- Organization, procedures and operating details of the Agency and assigned division.

### Ability to:

- Work independently with limited supervision.
- Understand and use foundation principles and practices to work in the Job Center.
- Deliver training workshops and group presentations.
- Learn community and regional resources related to Job Center employment services.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Learn interviewing practices and techniques; resume/job application preparation.
- Learn principles and practices of the Job Center.
- Prepare and present clear concise reports, orally and in writing.
- Gather, compile, analyze, and interpret data.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience:

- Two years of professional experience performing duties similar to a Business and Employment Specialist I with the Golden Sierra Job Training Agency.
- Some professional workforce development experience is desirable.

Training:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration, human resources, career development, or a related field.

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid California driver's license. Proof of adequate insurance and medical clearance may also be required.

Pre-employment physical and background screening are required for hire.

\*Salary:

- Salary range: A1 \$29.75 per hour - G \$39.96 per hour
- New hires will start at Step A1 and advance to Step A2 after successful completion of the introductory period of 1,040 hours.

APPLICATIONS AVAILABLE AT [goldensierra.com/careers](https://goldensierra.com/careers)

**APPLICATIONS & FORMS MUST BE SUBMITTED AS OUTLINED IN "SUBMISSION INSTRUCTION" LOCATED ON THE APPLICATION. NO PAPER APPLICATIONS WILL BE ACCEPTED.**

*Golden Sierra is an equal opportunity employer/program  
Auxiliary aides and services are available upon request. Please contact Golden  
Sierra at least ten working days before a scheduled interview if you require  
accommodation.*