

JOB DEVELOPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for increasing private sector employment and training opportunities for participants in Job Training Partnership Act (JTPA) programs through the development of private sector jobs and training opportunities for program participants. Additionally, the incumbent secures work sites with non-profit or public employers for groups of JPTA participants. Duties are performed under general supervision. A Job Developer does related work as required.

TYPICAL WORK ACTIVITIES:

- Calls on employers to describe employment and training programs and encourage their participation;
- Answers inquiries from employers regarding participation and its benefits;
- Works with employers developing realistic training positions for employment and training program participants;
- Prepares contract between employer and employment and training agency;
- Seeks to place job ready persons in unsubsidized private sector jobs;
- Accepts and reviews participant applications for completeness;
- Determines if applicants meet eligibility requirements;
- Interviews clients to gather and evaluate information related to prior work experience, education, specific skills, physical, personal and social background to aid in formulating employability development plans (EDP's);
- Makes home or work site visits to discuss problems and progress with clients and employers;
- Maintains and updates program records, and progress reports;
- Participates in staff meetings and conferences to define participant goals, problems and evaluates their progress;
- Searches out work sites for groups of participants;
- Instructs employees how to obtain reimbursement of funds paid to clients in subsidized positions;
- Spells out steps to follow to obtain tax credits for hiring former participants.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Cattaraugus County employment and training programs and incentives aimed at private sector employers; good knowledge of local labor conditions; working knowledge of the cultural, environmental and personal factors affecting the economically disadvantaged and unemployed in Cattaraugus County; working knowledge of the sources and uses of occupational information related to vocational guidance, training and placement; ability to evaluate clients vocational interests and aptitudes; ability to describe the benefits of employers participation in employment and training program in a persuasive manner; ability to establish and maintain effective interpersonal relationships with others; ability to express oneself clearly and effectively orally and in writing; ability to find and develop jobs and training opportunities for agency clients; ability to prepare periodic reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business, social or behavioral sciences, or education;

OR

- B. Successful completion of sixty (60) semester hours at a regionally accredited or New York State registered college or university with two (2) years experience in business administration, marketing, employment counseling, vocational counseling and/or teaching;

OR

- C. Four (4) years of experience as described in B;

OR

- D. An equivalent combination of training and experience as defined by the limits of A, B and C.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 11/26/91