



CLASSIFICATION NO. 279

Established: 5/05

Revised: 9/14

FLSA: Non-Exempt

EEO: 2

## **JOB DEVELOPMENT SPECIALIST**

### **CLASS CHARACTERISTICS**

Under direction, to provide employment and training opportunities to unemployed/underemployed members of the community; to create employer networks for the purpose of establishing program partners; to develop and administer marketing programs and activities to enhance training and employment opportunities; to partner with Employment and Training Specialists in maximizing program compliance and satisfaction with area employers and partner agencies; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Health, Housing & Human Services provides assistance to County residents through the following Divisions: Community Health, Behavioral Health, Social Services, Community Solutions for Clackamas County (CSCC), Community Development, the Office for Children and Families, and the Housing Authority of Clackamas County.

The Job Development Specialist is used within the CSCC and Behavioral Health Divisions within the Department of Health, Housing and Human Services to develop employment and training opportunities with business owners and managers, public agencies and community partners in Clackamas County. CSCC provides services to disadvantaged, unemployed and underemployed youth and adults, while The Individual Placement Support (IPS) Supported Employment Program within the Behavioral Health Division provides integrated employment services to adults with symptoms of severe mental illness who are enrolled in mental health programs. Incumbents act as ambassadors for Clackamas County in establishing relationships with area employers, community partners and funding sources. The Job Development Specialist develops employment and training opportunities with business owners and managers, public agencies and community partners in Clackamas County.

The Job Development Specialist differs from the Human Services Coordinator 1 which is the primary technical resource for one or more larger program areas and assists management with planning, budget and program and grant monitoring activities. It also differs from the Employment and Training Specialist whose primary responsibility is to assist clients in the development and completion of individualized service and training plans and to place them in suitable programs and employment opportunities usually developed by the Job Development Specialist.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Researches and identifies placement and training opportunities in specific labor areas and industries; initiates contact with local employers and professional groups to develop

employment and training opportunities; develops and delivers presentations to explain program goals and services; assists program managers and coordinators in the development of programs and presentations to enhance marketing and delivery of programs; establishes and maintains employer referral networks for possible recruitment into assigned Clackamas County programs; coordinates with partner agencies to identify potential employers, coordinate employer outreach and marketing and placement referrals.

2. Negotiates terms of work experience and on-the-job training agreements with employers and refers appropriate participants; provides comprehensive incentive information to employers to effectively market programs for client training and employment opportunities; conducts program orientations for employers; ensures employers comply with federal regulations and maintain accurate payroll records; monitors and evaluates employers' satisfaction and participant success; conducts on-site visits; assists employers with program documentation requirements.
3. Advises individual businesses regarding employer incentive programs, processing and other customized services; assists employers with defining jobs and writing job descriptions; serves as a subject matter expert for employers concerning Clackamas County program opportunities that align with the needs of the business.
4. Coordinates with: Employment and Training Specialists in matching individualized service and training plans with the appropriate training or employment opportunity for the client and the participating employer and/or Behavior Health treatment team and families in providing individualized job development and support.
5. Oversees program compliance and fidelity; regularly measures program satisfaction with employers, agencies and funding sources; makes adjustments as necessary; prepares written reports, maintains statistics and evaluative information used to formulate reports.

## **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Local, state and federal laws and regulations applicable to employment and training programs and social service programs; principles and practices of vocational, career and employment counseling; subsidized and unsubsidized employment and training programs; employment/training contract marketing, preparation and administration; local social service agencies, vocational education organizations and employer groups; needs and problems affecting disadvantaged groups; recordkeeping techniques that are appropriate to the funding source; local labor market demographics and trends; IPS Supported Employment practices and principles (positions within Behavioral Health).

Skill to: Research training and employment opportunities within the labor market area; negotiate employment/training contracts on behalf of the agency; assist in the development and presentation of job marketing programs; develop employment networks with local agencies and employers; establish solid business relationships with local area employers; interview applicants and assess problems and needs; interpret and apply laws, regulations, policies and program standards; partner with Employment and Training Specialists to match participant skills, goals and interests to employers' needs or training program; prepare and deliver presentations to employers regarding program opportunities; prepare and maintain accurate and concise records using computer word processing, spreadsheet and database software; communicate effectively, both orally and in writing; prepare written reports; maintain statistical and evaluative information used to formulate reports; establish and maintain positive and effective working relationships

and communications with County staff, internal and external customers, community partners and funding source agencies.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** Unless subject to program specific requirements outlined below, a minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

- Positions within Health Centers and Behavioral Health (IPS Supported Employment Specialist) must possess required education, experience and knowledge to meet minimum qualifications as defined by OAR 309-032-1505.

### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Positions within Health Centers must possess and maintain a Basic Life Support (BLS) certificate.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 10/21