

Code: 2944  
Health and Welfare Service  
Medical and Social Service Group  
Human Relations Series

CLASS TITLE: **Employability Review Specialist III**

CHARACTERISTICS OF THE CLASS: Under general supervision, provides professional occupational counseling and training services; and performs related duties as required.

ESSENTIAL DUTIES: Conducts comprehensive employability assessment tests on clients including a variety of educational and vocational tests; assesses clients' eligibility for training programs and prepares related documentation; evaluates clients' skills and abilities and develops comprehensive plans of service for job skills development and related long term employment issues; provides referral services to link clients with necessary social support services and other private or public employment agencies; prepares employment activity and status reports.

RELATED DUTIES: Conducts employment counseling and training workshops on a variety of topics including career development and lay-off counseling, interviewing techniques and job search tactics; counsels clients on career path and job development and related long term employment issues; conducts follow-up visits with clients to reassess needs and monitor progress; performs job development activities in identified growth occupational areas.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by two years of progressively responsible work experience in occupational counseling or training field, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of career counseling techniques. Considerable knowledge of government employment and training programs. Considerable knowledge of career and vocational tests.

Ability to develop counseling and referral procedures and guidelines.  
Ability to assess client needs and develop comprehensive service plans.

Considerable skill in assessing client employment and training needs.  
Considerable skill in developing long range career plans and skill training programs. Excellent oral and written communications skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

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CLASS TITLE: **Employability Review Specialist III** (Cont'd)

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 1995