

EMPLOYMENT RELATIONS SPECIALIST**Nature of Work**

Under general supervision, performs advanced work providing a wide range of employment-related social services to applicants and recipients of public assistance such as Work and Training, the Job Training Partnership Act (JTPA), and the Community Work Experience Program (CWEP). Develops jobs for CWEP sponsors. May lead and train new employees in the supervisor's absence. May be required to travel. Must have access to reliable transportation. Performs related work as required.

Examples of Work

- Maintains a caseload for employment programs and employment services.
- Develops client service employability plan designed to assist clients in attaining employment while receiving employment and social services.
- Negotiates and writes CWEP and JTPA contracts with non-profit agencies and employers.
- Monitors and evaluates CWEP sponsors and participants to insure compliance with program standards.
- Collects and interprets data from CWEP sponsors to calculate and compile reports on program placement.
- Counsels clients/families in achieving employment goals.
- Prepares periodic social assessment of clients' circumstances and recommends action to accomplish employment goal.
- Interacts with a variety of professionals, elected officials, agency directors, and community leaders to assess employment needs of the community and to refer clients to appropriate agency services.
- Plans and implements an effective employer relations program in order to develop employment opportunities for clients.
- Promotes public relations through speaking engagements and news media.
- Directs client in job search activities through utilization of job seeking skills and group or individual employment counseling.
- Writes reports on case findings.
- May lead and assist in training new employees.

Knowledge, Skills and Abilities

- Knowledge of federal and state laws pertaining to social welfare work and training programs and related laws, rules and regulations.
- Knowledge of theories, principles, methods and techniques of employment-related social service case work.
- Knowledge of referral and placement techniques and procedures.
- Knowledge of the general principles of economics and of social and labor market conditions prevailing in the state.

EMPLOYMENT RELATIONS SPECIALIST (CONT'D)**Knowledge, Skills and Abilities (cont'd)**

- Knowledge of a variety of occupations and their required qualifications.
- Knowledge of job seeking techniques.
- Ability to use interviewing techniques and methods for obtaining and communicating information.
- Ability to assess social, education, and economic circumstances of clients to determine need for employment, social and support services.
- Ability to analyze job requirements and evaluate applicants and/or recipients qualifications.
- Ability to communicate effectively both orally and in writing.
- Ability to develop client service employability plan and assist client in attaining employment through the provision of employment and social services.
- Ability to exercise independent judgment with regard to client participation.
- Ability to counsel people in favor of specific actions, changes in attitude or behavior.
- Ability to communicate with individuals who have emotional or mental problems and with members of different cultural and sub-cultural groups.
- Ability to maintain records, prepare reports and correspondence, and related work.

Minimum Qualifications

- TRAINING Graduation from an accredited four-year college or university.
- SUBSTITUTION Additional qualifying experience may be substituted on a year-for-year basis for the required education.
- EXPERIENCE One year of successful full-time or equivalent part-time paid experience in a technical, professional or administrative capacity in a field of work closely related to the job assignment, such as personnel, health care, education, industrial relations, guidance, public relations, training, psychology, employment placement services, or human relations where experience has been gained in helping troubled individuals or families toward normal social development and adjustment.
- SUBSTITUTION Graduate study in one of the related fields listed above may be substituted for the required experience on a year-for-year basis.

Established: 8/20/92

Effective: 9/15/92