

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3290

TITLE: MANPOWER SPECIALIST IV

GRADE: S-25

DEFINITION:

Under general supervision, plans, assigns, and reviews the work of a team of professionals providing employment, career development, and/or training services to the agency's clients; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Manpower Specialist III class by the requirement for supervision of a team of professional and support personnel. This includes responsibility for the selection and training of staff of various professional levels, as well as assignment of case loads, and review of work.

ILLUSTRATIVE DUTIES:

Supervises a team of employment, career development, and/or training professionals and support personnel;

Provides guidance to staff on methods and techniques of case management, counseling, career and job development, and training;

Ensures implementation of federal, state, and local policies and regulations governing employment and training services;

Plans, assigns, and monitors caseloads and training assignments;

Ensures maintenance of records and documentation;

Maintains liaison with community resources involved with the delivery of employment, career development, and training services;

Maintains liaison with area employers to promote the employment, career development, and training programs, to encourage their involvement in the programs, and to facilitate job placement of clients;

Facilitates the evaluation and planning of services, policies, and procedures to ensure that the needs of agency clientele are being met;

Ensures that unit personnel interact appropriately with other agency units and human services organizations to ensure effective delivery of supportive services to clients;

Makes public presentations related to programs and services;

May oversee preparation of newsletters, handouts, course publicity materials and/or training videos.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the goals and procedures for career development, employment, and training programs, especially as they related to target, special needs clientele;

Knowledge of adult learning principles;

Knowledge of the federal, state, and local policies and regulations governing employment and training services;

Ability to train, supervise, and organize the workloads of professional staff;

Ability to plan and develop services to meet the needs to target group clientele;
Ability to communicate effectively, both orally and in writing, with a variety of individuals;
Ability to establish and maintain effective working relationships.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited college or university with a Bachelor's degree in psychology, sociology, human resources, business administration, or a related field; PLUS
Four years of professional experience in personnel, employment counseling, employment/job skills training or other related field, one year of which involved substantive supervisory responsibility;
A master's degree may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED:

Not Applicable

REVISED: October 8, 1992

REVISED: December 11, 1990