

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3291

TITLE: MANPOWER SPECIALIST III

GRADE: S-23

DEFINITION:

Under general supervision, provides difficult case management services to a selected case load and/or career development services to target populations; gives guidance and counsel to lower level professional staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Manpower Specialist II class by the requirement for managing difficult cases on a routine basis or providing customized career development services to target populations, and acting as a lead worker, providing guidance and counsel to lower level professional staff.

ILLUSTRATIVE DUTIES:

Manages a selected case load of target group clients with specific problems and employment and/or training deficiencies;

Provides customized career development services to target populations;

Provides guidance and counsel to lower level professional staff;

Works with peers, professionals in other County agencies and the private sector to design training programs and to assist clients with the design and implementation of career development, employability, and/or team building plans/programs;

Works with other staff, using a team approach, to identify and address the difficult employability/career development problems of individual and target group clients;

Identifies and refers clients to worksite openings;

Monitors client progress and counsels clients during skills training, on-the-job training, and/or job search;

Develops, delivers, and evaluates training courses and workshops;

Assists clients in the development of positive work attitudes, job search and/or readiness skills, and career decision-making;

Works with area employers to gather job information, market the employment and training program for target clientele, and/or assess employment trends;

Develops and maintains effective working relationships with area human services organizations;

Maintains appropriate records and documentation and prepares reports;

Makes public presentations related to programs and services;

May prepare newsletters, handouts, course publicity materials and/or training videos;

Actively participates in short and long-range program planning and goal-setting;

Evaluates effectiveness of programs, methods, and procedures, and recommends changes and future programs where necessary;

May participate in the hiring and training and/or supervision of lower level staff.

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;
Ability to conduct needs assessments;
Ability to work with clients, in groups or individually, to determine their vocational preferences/needs and capabilities, to set objectives and to develop a plan for achievement of goals;
Ability to develop, deliver, and evaluate training workshops;
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
Three years of professional experience in personnel, employment counseling, employment/job skills training or other related field;
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