

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3292

**TITLE:** MANPOWER SPECIALIST II

**GRADE:** S-22

**DEFINITION:**

Under supervision, performs journey-level professional work, providing case management services to a case load of clients from a target group enrolled in employment and training programs; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is distinguished from the Manpower Specialist I class by the requirement for the independent performance of journey-level case management work, and the development and delivery of skills training workshops.

**ILLUSTRATIVE DUTIES:**

Independently provides case management services to clients from target groups;  
Assists clients, who may have special needs and concerns, in becoming self-sufficient, thereby reducing the need for additional social services;  
Works with other agency staff to design and assist clients with implementing employability development plans;  
Determines and outlines assistance to be provided in ensuring that clients become successfully employed;  
Works with other staff, using a team approach, to address problems identified in the plan which could hinder client employability;  
Refers clients to appropriate worksite openings;  
Develops, publicizes, delivers, and evaluates skills training workshops;  
Coordinates job fairs;  
Monitors client progress during skills training and/or on-the-job training;  
Assists clients in the development of positive work attitudes, job readiness skills, and career decision making;  
Works with area employers to gather and maintain job information appropriate to develop employment opportunities for clients;  
Develops and maintains effective working relationships with other human services organizations;  
Maintains case files and prepares written reports related to client progress and placement.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the goals and procedures for employment and training programs;  
Ability to work with individual clients to determine vocational needs, set objectives, and develop a plan for achievement of goals;  
Effective interviewing skills;  
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, business administration or a related field; PLUS

Two years of professional experience in personnel, employment counseling, 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: December 11, 1990