

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3293

TITLE: MANPOWER SPECIALIST I

GRADE: S-19

DEFINITION:

Under supervision, performs entry-level professional work in determining the eligibility and extent of need of clients for employment and training programs, works with clients toward achievement of their employment goals, encourages permanent job placement; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Assists with recruitment of program applicants from target groups;
Interviews clients to determine their eligibility and extent of need for employment and training programs;
Assists clients in identifying their employment goals and the means by which to achieve those goals;
Works with other agency staff to ensure that a team approach is used to identify and address problems which could hinder the client's employability;
Assists with referral of clients to appropriate worksite openings;
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 placement and progress.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of goals and procedures for employment and training programs;
Effective interviewing skills;
Ability to work with individual clients to determine their eligibility for employment and training programs;
Ability to determine vocational needs, set career goals, and develop a basic plan for achievement of goals;
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.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REVISED:

December 11, 1990