



Job Developer

Classified Range: 4I
Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Assists student and non-student clients in securing paid and unpaid employment opportunities within the community, including providing employment preparation services and job development skills training.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Contacts and builds and maintains relationships with a variety of local area employers in order to develop and secure employment positions for clients; matches business and industry needs with skills and training of clients and program participants.
2. Attends various business, chamber, and related meetings; prepares and makes presentations at community organizations and businesses to solicit work sites; promotes the advantages of hiring and/or training specific program clients to employers; develops employment sources and vocational training contacts; maintains a resource file on employers.
3. Conducts workshops and other small group and one-on-one sessions to provide job search and related assistance to clients including in the areas of interviewing skills, application assistance, resume and cover letter writing, job readiness skills, hygiene and dress attire assistance, workforce behavior, and use of job placement and career guidance materials and community resources; provides job coaching services; presents workshops on campus and within the community as needed.
4. Searches for and identifies jobs in the community for clients using various resources; receives e-mails from networking groups; follows-up on job leads from various resources to find employment for clients.
5. Refers clients to job openings at specific employers; schedules and conducts one-on-one interviews with clients to ensure job openings fit their vocational goals; facilitates job interviews with employers for clients.
6. Maintains continued contact with clients and employer after placement to monitor success; provides follow-up service after placement as necessary.
7. Plans and coordinates program related activities including career/job fairs; accommodates employers on campus for employment recruitment.
8. Provides student support in vocational self-assessment and exploration.
9. Maintains a variety of files and records and prepares required reports; maintains a documentation system to satisfy program guidelines including periodic reports, closure, program placement, and other mandated program reports.



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10. Establishes and maintains close working relationships with agencies including the Department of Rehabilitation, Employment Development Department (EDD), Department of Public Social Services (DPSS), and staffing agencies in order to assist students in finding employment opportunities and in meeting applicable program guidelines.
11. Markets programs and services to clients; makes presentation to various classes to recruit new clients; attends various events and meetings on and off-site, including career fairs.
12. Performs other duties related to the primary job duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**



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Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**



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- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

An Associate's degree or sixty (60) semester units with major course work in business, education, liberal studies, behavioral sciences or a related field.

Experience:

Two (2) years of experience working in the area of employment and training with an emphasis on job placement including experience working with diverse populations.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office setting with travel to various sites and locations.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and travel to various sites and locations; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate a vehicle; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.