

**JOB DEVELOPER, WORKFORCE DEVELOPMENT PROJECTS**  
(Classified Bargaining Unit Position)  
(Range 30)

**DEFINITION**

Under the direction of the Director or Supervisor of Workforce Economic Development and Community Programs, plan and implement job development and placement services; assist students or program participants in the job search process; develop and secure work-study/work experience positions, internships, and career-oriented employment; provide case management and mentoring and perform other related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Job Developer, Workforce Economic Development and Community Programs is distinguished by the requirement to work with employers and students and/or youth program participants; develop job placements; maintain a job bank database; and to work independently.

Incumbents in this position support student learning outcomes and institutional effectiveness by facilitating employment and volunteer-based learning opportunities related to a student's general education and/or career technical education and/or a program participant's individual plan. This position also supports student learning outcomes and institutional effectiveness through engaging in dialogue on work-related matters with local employers and agencies as well as providing work-readiness support to students and program participants.

**ESSENTIAL FUNCTIONS**

- Develop and present information on job search techniques and career exploration through workshops, one-on-one training and other venues;
- Critique, assess, advise, and counsel students on job search skills, including interview skills and resume composition;
- Develop placements for paid and/or unpaid work experience, work study, internships, and community service with employers in the public and private sector;
- Assisting in maintaining and utilizing a job bank database, in collaboration with other campus and county job-placement programs, contact employers,
- Maintain current job orders, applications, interview data, and initiate techniques to match students and participants with jobs;
- Develop a service or employment plan for program students or participants in conjunction with the Program Supervisor or Director, and/or Academic Counselor;
- Provide case management and mentoring related to work-readiness development, career exploration, academics and work experience and placement;
- Maintain case files and documentation per program regulations (e.g. CalWORKs, WIA Title I, Cooperative Work Experience);
- Verify participant eligibility and secure documentation (WIA Title I);
- Refer students or participants to employment, volunteer opportunities, and/or internships on campus and in the community, and coordinate referrals and services with other job-development programs;
- Maintain current information regarding other support services available to students and participants on campus and in the community;
- Refer students or participants to appropriate on-campus and community resources, as needed to support their individual employment plan;
- Maintain job market information and employment trends;

Job Developer, Workforce Economic Development and Community Programs

- Develop long-term, cooperative working relationships with community employment partners, such as individual work sites; One-Stop Career Center, and Employment Development Department;
- Comply with applicable Federal, State and local program regulations, requirements and processes (e.g. CalWORKs, Cooperative Work Experience, WIA Title I);
- Participate on campus and community committees as assigned and as appropriate;
- Troubleshoot employment problems between program participants and employers;
- Assist in planning and implementing a job retention system;
- Compile, develop, and maintain file notes, statistical reports and records;
- Develop and coordinate job placement activities with other county or campus resources, such as Career Connections;
- Perform other related duties as required

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

## **QUALIFICATIONS**

### **Education:**

Required

- AA degree or equivalent.

### **Experience:**

Preferred

- Two years of related experience and/or training; or equivalent combination of education and experience in career exploration, job search process, resume preparation and interview strategies, job/employer development, case management, and local labor market characteristics.

### **Or any equivalent combination of education and experience**

### **Knowledge of:**

- Work-readiness and job-search skills, labor market information, Workforce Investment Act Title I (Employment Program), Community College Job Placement, and Cooperative Work Experience programs;
- Case management;
- The needs and sensitivities of special and disadvantaged populations, especially involving barriers to employment, including low basic skills, poverty, homelessness, single-parenting, involved with the justice system, and being a foster or former foster youth;
- Occupational terminology, occupations, and basic requirements for jobs;
- Modern office practices and procedures including filing and the operation of personal and on-line computers and other equipment;
- Computer programs necessary for record keeping and databases, and electronic communications;
- Correct English usage: grammar, spelling, vocabulary and punctuation.

### **Ability to:**

- Apply Federal, State, and District rules, regulations, procedures, and policies;
- Communicate effectively orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the

performance of duties;

- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

**Physical ability to:**

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Manual dexterity sufficient for keyboard and other office equipment operation.

**License and Certificates:**

- Possess a valid California Driver's license.

**Additional Requirements:**

- Provide own transportation and travel countywide.

CCCUE Approval: 02/2002; 11/21/2011;  
Board of Trustees Approval: 07/10/02; 12/07/2011;