

Solano County  
Office of Education

JOB TITLE: Employment Training Specialist (Range 17)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To assist in planning, training, and placement of individuals with disabilities who are making transition from school to work.

JOB REQUIREMENTS AND QUALIFICATIONS

- Knowledge of the local labor market, employer needs, and job trends.
- Knowledge of computer operations and experience in the use of a variety of programs.
- Experience setting up job and training sites.
- Experience in analysis and implementation of job site and equipment modifications.
- Knowledge of the IEP process.
- Knowledge of specific interventions which can be implemented to facilitate the success of individuals with disabilities in career technical education programs.
- Successful in developing partnerships and linkage agreements with employers and with community resources.
- Knowledge of support services available through community agencies, local employers, and career technical education programs.
- Knowledge of State and Federal laws regarding child labor, sub-minimum wage, work experience education, employment standards, and wage and hour requirements.
- High school diploma or G.E.D.
- Valid California driver's license.

ESSENTIAL DUTIES

- Provides assistance to students organizing their job search through the development of a pre-employment training process.

- Coordinates transportation for students with disabilities attending career technical education programs.
- Helps employers work with program students (i.e., problem solving, information and referral, job task/site/equipment modification, employee relations, etc.) when needed.
- Provides skills training in job search, interview procedures, job retention career progression, and termination techniques.
- Assists students in obtaining work permits and necessary documentation for work experience.
- Provides feedback and additional instruction to students unable to successfully obtain employment following the interview.
- Locates job openings for students matching employee to employer needs.
- May develop community-based worksite training.
- May develop training plans with prospective employers.
- Provides job coaching for on-the-job training for special education students.
- Analyzes and implements job site/equipment modifications.

#### MARGINAL DUTIES

- Assists in the recruitment, screening, and selection of program participants.
- Conducts comprehensive vocational assessments for the purpose of identifying individualized characteristics as well as educational, training, placement, and support service needs of students.
- Provides employment and education/training information to participants/students.
- Coordinates instructional materials for students in career technical education programs.
- Surveys and maintains current/future employment opportunities in the community.
- Provides weekly on-site visitations for students in placement.
- Provides follow-up and monitoring of student placements.
- Processes student payroll during training.
- Arranges sub-minimum wage certification where appropriate.

- Conducts student productivity time studies.
- Collects/tabulates/graphs/summarizes performance data.
- Maintains student contact log.
- Performs related duties as required.

#### SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of overall objectives.

#### SUPERVISION EXERCISED

None

#### PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (30%)	Walking (60%)	Sitting (10%)
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Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
Lifting – lbs. (0-40)		Lifting (2)		Bending (2)
Pushing and/or		Reaching		Kneeling or
Pulling Loads (2)		Overhead (2)		Squatting (2)
Climbing Stairs (2)		Climbing Ladders (1)		