



JOB OPPORTUNITY ANNOUNCEMENT

The Oakland Private Industry Council (PIC) is accepting applications for:

<p>Title: Employment Services Specialist I, II and III Grade: 6, 7 or 8 - Exempt Rate: \$20–27/hr. DOQ Type of Appointment: Regular – may be limited term to 9/30/11</p>	<p>Job Number: ESS123E10 Number of Positions: Three (3) Department: Workforce Services Schedule: 8:30 a.m. to 5:00 p.m. Monday - Friday Opening Date: February 22, 2010 Closing Date: March 10, 2010 or until filled Type of Recruitment: Open</p>
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INFORMATION TO APPLICANTS

HOW TO APPLY: Applicants mail, e-mail or fax resume with cover letter as follows:

<p>EASTBAY Works/Oakland PIC ATTN: Human Resources - ESS 1212 Broadway, Suite 300 Oakland, CA 94612</p>	<p>or E-mail: picjobs@oaklandpic.org or FAX to: M. Watts (510) 839-3766</p>
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Responsibility for the timely submission of resume rests with the applicant. To be considered the resume must be received no later than the closing date of the announcement.

This announcement may be used to fill the same or similar positions, temporary or permanent which become available within 180 days of the closing date. Applicants selected for temporary positions may be converted to a permanent position without further competition.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR THIS POSITION WITHOUT REGARD TO RACE, AGE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, OR PHYSICAL HANDICAP.

The Oakland Private Industry Council is an equal opportunity employer and program operator. Auxiliary aids are available upon request to individuals with disabilities. For TDD services please call: 1-800-735-2922.

El Oakland Private Industry Council, Inc., ofrece igualdad de oportunidades como empleador y operador de programas. Asistencia y servicios auxiliares para personas discapacitadas seran disponibles cuando se requieran. Para servicio TDD (para personas sordo-mudas) por favor llame al 1-800-735-2922.

屋崙職業輔導中心是一間平等就業機會的機構，而且為傷殘人士提供有需要的服務。聾啞人士服務熱線：1-800-735-2922。

BACKGROUND STATEMENT

Under the general direction of the Workforce Services Director and the direct supervision of the functional supervisor, the Employment Services Specialist I, II or III will provide a range of services with workforce development partners under an integrated service delivery model to prepare one-stop career center clients to enter/re-enter the job market, retain employment and/or advance in their job or career. The incumbent will facilitate job seeker enrollment, assessment, skill development, job development, placement, and follow-up. Position may be assigned to various programs to serve special needs populations as necessary, e.g. adults with limited work experience, dislocated workers, CalWORKs or General Assistance recipients, the formerly incarcerated, English-as-second-language customers, etc.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Conducts group orientation, application and assessment sessions;
- Reviews right-to-work and program eligibility documents; certifies participant eligibility for enrollment into a variety of intensive service programs;
- Develops and updates participant records;
- Recommends, administers and interprets assessments to assist clients in identifying career interests, skills and values;
- Develops individual employment plans, identifies and arranges participant support services, and make appropriate agency referrals, as necessary;
- Refers clients to appropriate resources for training, work experience and/or employment; may negotiate and monitor training/employment contracts;
- Coaches clients individually and in groups in developing, executing and problem-solving strategies toward skill achievement, employment preparation, job placement and retention, and career advancement;
- Researches employment market and identifies job opportunities;
- Participates in outreach events such as job fairs and business association events; markets program services to employers; coordinates and participates in developing job orders;
- Screens, matches and refers candidates for job opportunities;
- Coordinates hiring process between employer and job seeker, as appropriate;
- Transacts with job seekers and employers using forms, email, and other documents, as required;
- Participates in the design, delivery and evaluation of services and workshops, and make adjustments as necessary;
- Prepares monthly activity reports;
- Performs related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:**Employment Services Specialist I:**

- Associate's degree in psychology, marketing or a related discipline.
- Minimum three years of experience in human services or customer service.
- Experience working with special needs populations, e.g. adults with limited work experience, dislocated workers, formerly incarcerated, English-as-second-language, etc.
- Experience with web-based computer application programs.

MINIMUM QUALIFICATION REQUIREMENTS continued:**Employment Services Specialist II:**

- Bachelor's degree in psychology, marketing or a related discipline; OR
- Global Career Development Facilitator (GCDF) certification or Certified Workforce Development Professional (CWDP) Core Skills certification or International Coach Federation (ICF) certified career coach training.
- Minimum three years of experience in employment services, workforce training, business development, or marketing.
- Experience working with special needs populations, e.g. adults with limited work experience, dislocated workers, formerly incarcerated, English-as-second-language, etc.
- Experience with web-based computer application programs.

Employment Services Specialist III:

- Master's degree in career development, human resources, business administration or related discipline; OR
- Bachelor's degree in psychology, marketing or a closely related discipline and either Global Career Development Facilitator (GCDF) certification or Certified Workforce Development Professional (CWDP) Core Skills certification or International Coach Federation (ICF) certified career coach training.
- Minimum three years of experience in employment services, workforce training, business development, or marketing.
- Experience working with special needs populations, e.g. adults with limited work experience, dislocated workers, formerly incarcerated, English-as-second-language, etc.
- Experience with web-based computer application programs.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES:

- Ability to read, understand, explain, and apply complex local, state, and federal regulations, policies, and procedures.
- Knowledge of local labor market and employment trends.
- Working knowledge of private sector and business practices.
- Working knowledge of community resources.
- Ability to interview persons from a wide variety of backgrounds to obtain information concerning their employment skills and goals.
- Ability to assess client barriers to re-employment, needs, interests, strengths, values, skills, aptitudes and labor market demand to develop meaningful employment plans.
- Ability to maintain a high level of discretion in handling confidential client information.
- Excellent oral and written communication skills.
- Ability to coach and motivate clients toward achievement of employment goals.
- Ability to work as part of a team and meet program goals in a multi-cultural environment;
- Ability to work with persons from diverse backgrounds.
- Ability to establish and maintain effective customer service relationships with job seekers, employers, government officials and community partners.
- Ability to communicate effectively to groups, including making group presentations and facilitating workshops.
- Computer literacy in Windows, MS Word and the Internet; some experience with databases.

SPECIAL REQUIREMENTS

- Reliable transportation.
- Availability to work and represent the Oakland PIC at meetings or events on some evenings or weekends.

IMPORTANT EMPLOYMENT INFORMATION***About Oakland PIC***

The Oakland PIC is a non-profit organization. The mission of the Oakland PIC is to provide accessible, high quality employment and training services to the Oakland community. Through direct services and contracts with community-based agencies, Oakland PIC provides area residents with job search assistance, resources, and information/referral, as well as job skills training in classroom and on-the-job settings. PIC also partners with the local business community, connecting its large diverse pool of job seekers with hiring employers. PIC programs are free of charge to both job seekers and employers. Oakland PIC career and business services are funded by the Oakland Workforce Investment Board.

Equal Employment Opportunity

The Oakland PIC is an equal opportunity employer. Applicants shall not be discriminated against because of race, color, gender, national origin, religion, creed, age, marital status, sexual orientation, family care status, medical condition as defined by California law, ancestry, physical or mental disability, or status as a veteran.

Employee Benefits

The Oakland PIC offers a range of benefits to its employees, including paid leave, holidays, a 403(b) retirement plan, and medical, dental, life, and long term disability insurance. Additional benefits may be available depending on employment category. The extent and availability of benefits are subject to change without notice.

Organizational Values

The Oakland PIC values teamwork and expects that each employee will demonstrate our high standards by their own behavior and actively guide the organization by adhering to our organizational values.

Job Opportunity Announcement

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods, and other particulars. Required qualifications must be maintained throughout the employment period.

Appointment

All persons entering Oakland PIC employment are required to present their Social Security Card and complete US Department of Justice Form I-9, Employment Eligibility Verification.