

EMPLOYMENT AND TRAINING MANAGER

DEFINITION

Under direction, plans, organizes, manages and evaluates programs, staff and activities for the employment training function within the Department of Health and Human Services; provides expert professional assistance to the County and the public in areas of responsibility; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management class within the Social Services Branch of the Department of Health and Human Services with responsibility for managing the day to day activities of the employment and training function including accomplishing goals and objectives, supervising staff, managing the annual budget and contract service providers. This position is distinguished from the Health and Human Services - Social Service Branch Director in that the latter has overall responsibility for the social services activities of the Department of Health and Human Services.

EXAMPLES OF DUTIES (Illustrative Only)

- Directs and participates in the development of goals, objectives, policies, procedures and work standards for employment and training; participates in developing and administering the annual budget.
- Directs, plans, organizes, administers, reviews and evaluates the work of staff directly and through subordinate supervisors.
- Manages and directs marketing, job development, program evaluation, contract services provision and monitoring.
- Reviews and interprets federal, state and local laws and regulations applicable to employment and training programs, analyzes requirements and recommends and develops procedures, practices and alternatives.
- Manages client assessment, counseling, training and placement activities through subordinate program staff.
- Evaluates the effectiveness of program services in meeting clients needs; develops and implements policy and procedure modifications as required.

- Represents the department and the County in meeting with federal, state and local public agencies, private groups and business organizations.
- Participates in and directs the development of funding sources for client services to meet the established goals and objectives.
- Prepares and directs the preparation of a variety of routine and specialized reports using established database and other information.

QUALIFICATIONS

Knowledge of:

Principles and practices of goal setting, program development and employee supervision.
Principles and practices of vocational program development and implementation, including planning, job development, marketing, funding and program evaluation.
Provisions, procedures and practices related to the screening and placement of applicants in employment and training programs or employment situations.
Applicable federal, state and local laws and guidelines.
Budgetary development and administration principles.
Business computer user applications, including the use of computerized database systems.
Statistical analyses and management research techniques.
Principles of contract administration and economic development.

Skill in:

Planning, organizing, directing, reviewing and evaluating the work of staff through subordinate supervision.
Selecting and motivating staff and providing for their professional development.
Developing, implementing, interpreting and applying complex laws, goals, objectives, policies, procedures, and work standards.
Preparing and administering a complex budget.
Exercising sound independent judgment within established guidelines.
Preparing clear and concise reports, agendas, correspondence and other written materials.

Analyzing complex administrative and technical problems,
evaluating alternative solutions and adopting
effective courses of action.

Establishing and maintaining effective working
relationships with those contacted in the course of
the work.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined
above is:

Equivalent to graduation from a four year college or
university with major coursework in business, public
administration, psychology, social services or a closely
related field and four years of professional level
experience in a job development, employment training, or
similar social service delivery programs.

EMPLOYMENT AND TRAINING PROGRAM COORDINATOR

DEFINITION

Under general supervision, assigns, directs, coordinates and reviews the work of vocational counselors and support staff in specialized job training and placement programs; conducts complex analysis and evaluation related to vocational programs; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a full supervisory level class responsible for providing work direction and review to assigned staff, monitoring and evaluating a wide variety of adult and youth employment training programs, which includes compliance with laws and regulations and/or overseeing the operation of specialized units such as private sector job training and placement. This class is distinguished from Employment and Training Operations Manager in that the latter has overall management responsibility for varied intake, assessment and service delivery for multiple programs.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, coordinates, directs, reviews and evaluates the work of professional and support staff.
- Selects staff, provides for their training and professional development and effectively recommends initial discipline and other personnel decisions.
- Monitors and evaluates adult and youth employment training programs for compliance with applicable federal, state and local laws and regulations; compiles, reports and analyzes program client service activities, demographics and related statistics.
- Develops programmatic goals and objectives; prepares narrative descriptions of program operations for submittal to funding authorities.
- Coordinates program implementation through in-house staff and subcontractors, represents the department and maintains liaison with community agencies.
- Compares program performance to funding agencies objectives and develops plans for corrective action, if required; conducts exit interviews following employment training as one method to evaluate program effectiveness.

- Prepares a variety of reports, correspondence and written materials; maintains records of program activities and client caseloads.
- Oversees the operation of the private sector unit; interviews clients for placement with private sector employers; directs job development efforts and activities.
- Responds to employer needs by designing and implementing customized recruitments for new or expanded businesses; educates employers regarding state, federal and local tax incentives for program participation.
- Prepares employer agreements between County and local businesses to specify training objectives and to provide placement opportunities; screens clients for referral to appropriate employers.
- Conducts analysis of legislation and policy modifications to determine impacts on current and future local training programs; makes recommendations for necessary programmatic changes or modifications.
- Conducts general administrative studies and analyses in support of departmental activities.

QUALIFICATIONS

Knowledge of:

Supervisory principles and practices, including work planning, scheduling, evaluation and employee training and discipline.

Principles and practices of vocational program development and implementation, including program planning, job development, funding and program evaluation.

Provisions, procedures and practices related to the screening and placement of applicants in employment training programs or employment situations.

Applicable city, state and federal guidelines and laws affecting employment training and placement programs.

Business computer applications including the use of database management systems for applicant tracking and program reporting.

Statistical analysis techniques and research methods used in studying employment and training programs.

Skill in:

Planning, assigning, coordinating, supervising, reviewing and evaluating the work of others.

Training staff in work procedures.
Developing, implementing, coordinating and evaluating complex job training and placement programs for adults and youths.
Interpreting and applying program regulations and policies.
Evaluating the effectiveness of job training and placement programs and making sound recommendations and improvements.
Representing the County in contacts with other public and community agencies, private employers and the public.
Utilizing demographic data and information to evaluate programmatic needs; performing statistical calculations and interpreting and applying results.
Maintaining organized and accurate records related to program planning and client caseload.
Preparing clear and concise reports, correspondence and other written materials.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in business or public administration, social services, psychology or a related field and two years of experience involving planning or operational responsibilities for a public funded employment training program or similar client service delivery program.



COUNTY OF HUMBOLDT
invites applications for the position of:

Vocational Counselor I

SALARY: \$16.86 - \$21.64 Hourly
\$2,923.19 - \$3,751.12 Monthly
\$35,078.28 - \$45,013.44 Annually

OPENING DATE: 02/16/18

CLOSING DATE: 03/02/18 11:59 PM

DEFINITION:

Under general supervision, provides client assessment, counseling and job development support for a variety of adult and youth employment training and placement programs; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Vocational Counselor I is the entry level class of this professional vocational counseling series. Initially under close supervision, incumbents perform the more routine assessment, job development and job placement functions while learning County and program policies and procedures. As experience is gained, work becomes more diversified and is performed more independently. This class is alternately staffed with Vocational Counselor II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

EXAMPLES OF DUTIES:

- Conducts assessment interviews; administers and scores interest, aptitude, academic and clerical skill tests for individuals and groups; interprets test results and recommends appropriate training or placement programs for clients.
- Prepares employability development plans to determine clients' job readiness and potential for training and job placement.
- Participates in the design and implementation of group assessment procedures, job referral systems, and special activities, as assigned.
- Teaches competency-based pre-employment skills such as job search and interviewing techniques; operates a computerized basic skills laboratory to provide remedial training in reading, math, language and high school equivalency courses; assists clients with resume preparation.
- Conducts ongoing counseling and monitoring of client progress in training and placement situations; conducts on-the-job training, as required.
- Performs job development work, including contacting public and private employers to secure interest in job training and placement programs.
- Acts as a direct placement counselor; takes job orders, registers clients and refers them utilizing a computerized database to match client and employer needs.
- Evaluates current and potential job-sites to determine suitability for program involvement; maintains communication with employers related to client status.
- Prepares a variety of reports related to assigned caseload; maintains case files.

- Conducts termination interviews and evaluates clients' achievement of employment and training skills.

QUALIFICATIONS:

Knowledge of:

- Vocational and occupational opportunities in state and local labor market.
- Principles and methods of vocational assessment, job development and job placement, including appropriate assessment instruments.
- Methods and techniques of interviewing, evaluating client job readiness, and career counseling.
- Reporting and recordkeeping principles and practices.
- Office practices and procedures including the use of a personal computer.
- Business arithmetic.

Skill in:

- Performing client assessments, administering aptitude and skills tests and making effective client placements.
- Monitoring job sites and client placement status.
- Conducting ongoing counseling of clients.
- Performing job development to maximize community interest and placement options.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintaining accurate caseload records.
- Prioritizing work, managing a caseload and meeting dead-lines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Specified positions may require possession of a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Vocational Counselor I: Equivalent to graduation from a four year college or university with major coursework in psychology, social services, business or public administration or a field related to the work.

ADDITIONAL INFORMATION:

CalPERS Retirement

- Tier I: Prior to 7/5/2012: 2.7 @ 55
- Tier II: Post 7/6/2012: 2.0 @ 55
- Tier III: Post 1/1/2013: 2.0 @ 62

Selection Procedure

The County's Human Resources system operates by a set of rules and procedures which ensure that employees are hired and promoted on the basis of merit and fitness for the job. Jobs are filled through competitive examinations.

A complete online application is required for this position. All application materials will be reviewed by a panel of subject matter experts. **Those candidates considered to be the most qualified, based on the application materials submitted, will be invited to a written and/or oral examination, or an evaluation of education and experience.**

Policy of Nondiscrimination

The County of Humboldt does not discriminate on the basis of mental or physical disability

in the admission or access to, treatment or employment in, its programs or activities. Human Resources is wheelchair-accessible by entering the Courthouse from the ramp located on the east side of the building next to the marked handicapped parking. Special testing arrangements may be made to accommodate disabilities or religious convictions. Contact Human Resources at (707) 476-2349 well in advance of the examination for assistance.

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office as soon as possible.

How to Apply

A complete, original application must be filed for each position you are interested in applying for. Applications may only be submitted online through the County's automated application system at <http://www.humboldt.gov/hr> no later than the final filing date listed on the job flyer. All applications are screened by subject matter experts. The most qualified candidates may then be invited for further testing.

It is important that your application show all the relevant experience and education you possess.

Please read the job requirements section of the announcement. Be sure you meet these requirements since they will be carefully evaluated during the selection process. Your performance in this examination will be compared with the performance of others who take the test. All candidates who pass will be ranked according to their scores. The examination results will be emailed to you as quickly as possible. Scores will be provided in writing only.

MEDICAL EXAMINATION: A pre-employment medical examination provided by the County may be required upon offer of employment.

OTHER EXAMINATIONS: Some positions also require psychological evaluation and/or extensive background investigation.

LICENSES: Some classifications require possession of valid professional and/or technical licenses. Some classifications may require the possession of a valid California driver's license.

PROBATIONARY PERIOD: Persons appointed to regular County positions serve a probationary period. This is normally six months, but may be up to one year. All designated safety employees serve a one year probationary period.

EMPLOYMENT ELIGIBILITY: It is the County's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States. For law enforcement positions you will be required to verify your U.S. citizenship or legalized status.

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification

protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office as soon as possible.

All County of Humboldt employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT. THE COUNTY OF HUMBOLDT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN IN ACCORDANCE WITH THE HUMBOLDT COUNTY MERIT SYSTEM RULES.

EEOC:

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances. Reasonable accommodation may be made in the testing procedure as well as the work site.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.humboldt.gov/hr>

Position #17-358
VOCATIONAL COUNSELOR I
NH

825 5th Street, Room 100
Eureka, CA 95501
707-476-2349

personnel@co.humboldt.ca.us

Vocational Counselor I Supplemental Questionnaire

1. Describe your work experience in vocational or career counseling, conducting assessments and recommending placements, performing job development activities and/or performing other work directly related to this position. Be sure to include the name of your employer, your job title, your specific responsibilities and the populations you primarily work with.
2. List any other education, training or experience you would like to include regarding your qualifications for this position.



COUNTY OF HUMBOLDT
invites applications for the position of:

Work Crew Leader

SALARY: \$15.34 - \$19.68 Hourly
\$2,658.90 - \$3,411.97 Monthly
\$31,906.80 - \$40,943.64 Annually

OPENING DATE: 06/25/18

CLOSING DATE: 07/23/18 11:59 PM

DEFINITION:

To coordinate, oversee, and participate in the activities of assigned work crews in the performance of a variety of manual labor activities.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive limited supervision within a framework of standard policies and procedures. This work consists of responsible manual labor at a lead level of classification.

EXAMPLES OF DUTIES:

- Coordinates, oversees, and participates in the activities of assigned work crew.
- Develops work sites and receives work orders for crews.
- Trains workers in the proper use of tools and safety practices commonly used in manual labor activities.
- Maintains records of work activities, work sites and worker participation time records.
- Transports crews to and from job sites.
- Cleans up litter along roads, beaches and parks.
- Sorts collected litter according to recycling categories.
- Removes brush, weeds and debris from work sites.
- May operate various power or hand tools and equipment commonly used in manual labor activities.
- Loads and hauls collected litter and debris to appropriate disposal sites.
- Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

- Safe working practices and safety equipment.
- The proper use of tools and equipment commonly used in manual labor activities.

Skill in:

- Meeting the physical requirements of the job.
- Safely operating motor vehicles such as pick-up trucks, vans, and cars.
- Determining appropriate categories for materials to be recycled.
- Maintaining routine records of work activities.
- Following oral and written instructions.
- Communicating effectively both orally and in writing
- Overseeing and coordinating the work of others.
- Establishing and maintaining effective working relationships with others.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Must possess sufficient formal and/or informal education to assure successful job performance; one year of experience involving manual labor, including some experience overseeing the work of others.

ADDITIONAL INFORMATION:**CalPERS Retirement**

- Tier I: Prior to 7/5/2012: 2.7 @ 55
- Tier II: Post 7/6/2012: 2.0 @ 55
- Tier III: Post 1/1/2013: 2.0 @ 62

Selection Procedure

The County's Human Resources system operates by a set of rules and procedures which ensure that employees are hired and promoted on the basis of merit and fitness for the job. Jobs are filled through competitive examinations.

A complete online application is required for this position. All application materials will be reviewed by a panel of subject matter experts. **Those candidates considered to be the most qualified, based on the application materials submitted, will be invited to a written and/or oral examination, or an evaluation of education and experience.**

Policy of Nondiscrimination

The County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, treatment or employment in, its programs or activities. Human Resources is wheelchair-accessible by entering the Courthouse from the ramp located on the east side of the building next to the marked handicapped parking. Special testing arrangements may be made to accommodate disabilities or religious convictions. Contact Human Resources at (707) 476-2349 well in advance of the examination for assistance.

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How to Apply

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It is important that your application show all the relevant experience and education you possess.

Please read the job requirements section of the announcement. Be sure you meet these requirements since they will be carefully evaluated during the selection process. Your performance in this examination will be compared with the performance of others who take the test. All candidates who pass will be ranked according to their scores. The examination results will be emailed to you as quickly as possible. Scores will be provided in writing only.

MEDICAL EXAMINATION: A pre-employment medical examination provided by the County may be required upon offer of employment.

OTHER EXAMINATIONS: Some positions also require psychological evaluation and/or extensive background investigation.

LICENSES: Some classifications require possession of valid professional and/or technical licenses. Some classifications may require the possession of a valid California driver's license.

PROBATIONARY PERIOD: Persons appointed to regular County positions serve a probationary period. This is normally six months, but may be up to one year. All designated safety employees serve a one year probationary period.

EMPLOYMENT ELIGIBILITY: It is the County's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States. For law enforcement positions you will be required to verify your U.S. citizenship or legalized status.

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MODIFICATIONS TO THE EXAMINATION PLAN IN ACCORDANCE WITH THE HUMBOLDT COUNTY MERIT SYSTEM RULES.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.humboldt.gov/hr>

Position #1700650
WORK CREW LEADER
ZO

825 5th Street, Room 100
Eureka, CA 95501
707-476-2349

personnel@co.humboldt.ca.us

Work Crew Leader Supplemental Questionnaire

1. Any other coursework, training or experience you would like to add that directly relates to this position.