



TITLE	CLASSIFICATION	SALARY GRADE
PROGRAM DEVELOPER, CALWORKS	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under general direction, develops, implements and evaluates activities of the CalWORKs employment service program in accordance with Federal, State and local policies. Provide job and career development, job placement, and support services to students who are receiving Temporary Assistance for Needy Families (TANF); coordinate case management with interdepartmental and interagency staff; advise students; serve as an advocate and employment coach.

SCOPE:

The Program Developer, CalWORKs designs and implements a wide range of career development and job placement initiatives and provides direct student support; develops and evaluates a comprehensive system of employment services, resources and events to guide students receiving TANF in achieving financial self-sufficiency.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assesses student career goals and evaluates job readiness; collaborates with District, community and county agencies to support students; refers CalWORKs students to employers.
2. Provide training to a diverse and high needs group of students in career development and job placement topics.
3. Advocates for students and informs them of their rights and responsibilities; serves as a liaison to students, District, community and county agencies, and employers; mediates conflicts; resolves employment related problems.
4. Participates on case management team to support student success in achieving educational and career goals by assessing and resolving barriers; provides direct referrals to county Human Services department, outside agencies and District resources.
5. Monitors and records student progress; maintains student case information; informs county case managers of updates and changes.
6. Creates, negotiates and maintains agreements with and provides support and training for employers participating in the wage-subsidy, internship and volunteer placement programs; monitors student eligibility and required paperwork; monitors wage-subsidy program budget.
7. Researches and monitors employment opportunities; establishes relationships with area-wide business and industry to identify career ladder information.
8. Ensures compliance with Federal, State, county and District regulations for staff, students, community partners and employers; develops and maintains resources and forms for employers, students and staff.
9. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).
10. Participates in the preparation of State and County CalWORKs program reports; develops procedures to evaluate program effectiveness.
11. Participates in researching and developing grant proposals.

KEY DUTIES AND RESPONSIBILITIES – Continued

12. Develops and implements marketing and outreach strategies and materials; contributes to department web page, newsletter, and other materials; gives presentations and serves as a resource person.
13. May supervise and train students and short-term, non-continuing (STNC) employees, interns and volunteers.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently with minimum supervision; communicate effectively (bilingual English/Spanish preferred); monitor and compile statistical information; understand, implement and explain regulations and procedures; develop, implement, and evaluate programs; identify growth opportunities; plan and give presentations to individuals and groups; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Socioeconomic trends and issues facing diverse groups; Job development and placement strategies; labor market information; employer support strategies; job coaching, case management, interviewing and crisis intervention techniques; supervision and training best practices; college community-based organizations and resources; student needs assessment tools; standard office productivity software and specialized systems.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

A Bachelor's degree in a behavioral or social sciences field.

Experience:

Previous (less than one year of full-time equivalent experience) experience performing job placements for diverse populations in a college or social services setting. Previous experience managing a caseload of clients preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record, proof of insurance, and vehicle registration and licensing.

SPECIAL REQUIREMENTS:

Position requires frequent travel to various area community organizations. May require evenings and weekends. Ability to lift up to 50 lbs. unassisted.