

LANE COUNTY  
\*M003B  
\*M004B  
Bilingual designation  
established 11/27/07

## **EMPLOYMENT SPECIALIST 1 - Bilingual** **EMPLOYMENT SPECIALIST 2 - Bilingual**

### DEFINITION

To perform professional level assessment, placement, training or support services toward employment of individuals under the regulations of the Workforce Investment Act; and to perform related duties as assigned.

### CLASS CHARACTERISTICS

Employment Specialist 1: This is the entry level class in the Employment Specialist series. This class is distinguished from the Employment Specialist 2 by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the 2 level. Since this class is typically used as a training class, employees may have only limited work experience. Employees work under immediate supervision while learning job tasks.

Employment Specialist 2: This is the full journey level class within the Employment Specialist series. This class is distinguished from the Employment Specialist 1 by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and may be filled by advancement from the 1 level.

### SUPERVISION RECEIVED AND EXERCISED

#### Employment Specialist 1

Receives supervision from designated management staff and technical and functional supervision from lead staff.

#### Employment Specialist 2

Receives supervision from designated management staff and technical and functional supervision from lead staff.

## LANE COUNTY

### Employment Specialist 1 & 2 Bilingual (continued)

#### EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Screens and assesses applicants to program and makes referral to appropriate services; prepares, develops and presents program information to orient applicants; provides feedback to clients and directs them to appropriate resources.

Maintains career planning and resource center; monitors, reviews and changes assessment tools, materials and work samples; administers and interprets vocation evaluation tests; develops individual job search strategies.

Assesses needs in community for specific jobs and identifies skills required by those jobs; develops curriculum and materials and conducts job search workshops.

Monitors participant progress during program; directs clients' actions and conducts follow-up of participants after completion; places participants with appropriate employers.

Prepares, processes and modifies contracts; performs paper and on-site monitoring of subcontractors.

Maintains client and statistical records and prepares reports; conducts research, analyzes data and prepares reports.

Assists in the development and creation of marketing materials; assists in the development of marketing strategy by conducting and analyzing market surveys.

Assists in the identification of additional resources and the completion of grant applications.

May coordinate work of a group of assigned staff.

#### MINIMUM QUALIFICATIONS

##### Employment Specialist 1

###### Knowledge of:

Business, employment and vocational training practices.

Job search strategies.

Interviewing techniques.

Principle and practices of contract preparation and administration.

Employment Specialist 1

Knowledge of: (con't)

Vocational evaluation techniques and testing tools.

Principles and practices of marketing.

Principles and techniques of research, statistical correlation and report writing.

Ability to:

Develop and conduct training workshops.

Monitor and direct clients.

Conduct, analyze and interpret research, and prepare accurate reports.

Communicate effectively, both orally and in writing.

Interpret applicable laws, regulations, policies and program standards and recommend appropriate decisions.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social services, business, public administration or a related field.

Experience:

One year of responsible professional employment training experience is desirable.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Employment Specialist 2

In addition to the qualification of Employment Specialist 1:

Knowledge of:

Principles and practices of employment and training programs.

Principles and procedures of vocational training.

Local social service agencies and vocational education programs.

Principles and practices of marketing.

Principles and practices of grant writing.

Ability to:

Provide effective vocational assessment and counseling for participants of all ages and backgrounds.

Interpret applicable laws, regulations, policies and program standards and make sound appropriate decisions.

Evaluate training workshops.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social services, business, public administration or a related field.

Experience:

Two years of responsible professional employment training experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**BILINGUAL “B”**

Bilingual designation is an adjunct classification.

Language - *Spanish*

DEFINITION:

To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test administered by the County demonstrating proficiency in both English and the other language. The need for the use of the second language in the performance of job duties in this classification has been identified.

EXAMPLES OF DUTIES:

In addition to the regular knowledge, skills, and abilities required of the employee’s main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

- Interpreting between English speakers and LEP persons
- Orally translating documents
- Providing oral assistance
- Providing written assistance, including some written document translation

MINIMUM QUALIFICATIONS:

Knowledge of:

Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Ability to:

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

EXPERIENCE AND TRAINING:

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.

Bilingual designation approved by Human Resources Director 11/27/07.