

EMPLOYMENT COUNSELOR

Code No.: 4-16-072

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving the responsibility for interviewing individuals for employment or job training programs and requiring the evaluation of the individual's work experience, job skills and capabilities to determine appropriate placement into employment or training program. The work may also involve the certification of eligibility for special employment and/or job training in accordance with Federal rules and regulations. The work is performed under the general supervision of a higher level staff member. Employees of this class may supervise part-time or seasonal employees. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Interviews individuals seeking employment to determine work experience, job skills and capabilities;

Interviews individuals seeking job training opportunities to determine training needs;

Interviews individuals to determine eligibility for special employment or job training programs;

Screens and evaluates applications and matches with job openings;

Refers applicants to government units for further consideration of employment;

Informs and counsels individuals about job training opportunities;

Contacts prospective employers in local government units, towns and non-profit organizations to obtain job description of positions available under special employment programs;

Screens and evaluates monitoring reports and participant certification to assure compliance with federal guidelines;

Prepares narrative reports and program evaluations;

Composes correspondence, memoranda and other reports as necessary;

Assists in developing procedures and forms for implementation of special employment programs;

Performs follow up interviews with supervisors and employees and aide in resolving work related problems;

Assists in the development and implementation of recruitment and publicity plans for youth employment programs;

Plans and oversees implementation of orientation and training programs for summer interns, special employment participants and work site supervisors;

Receives and investigates personnel problems and makes recommendations for the resolution of these problems;

Maintains client files containing information on program attendance, program evaluations and skills development, and makes recommendations for issuance of the "Certificate of Completion" for clients meeting program requirements;

Serves as a resource to clients experiencing problems dealing with program requirements and instructors;

Serves as a client advocate with agencies able to provide additional needed services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of personnel practices and procedures, especially as they relate to employment, recruitment, screening, placement and occupational training; working knowledge of employment interviewing principles and techniques; working knowledge of local government units and non-profit organizations employment needs and procedures for referring potential employees; working knowledge of Federal rules, regulations and guidelines as they relate to special employment programs; working knowledge of eligibility criteria for certifying special employment applicants; working knowledge of job training opportunities and procedures for referring applicants; ability to screen and evaluate applications for job placement and job training programs; ability to evaluate monitoring reports and participant certifications; ability to prepare narrative reports; ability to compose correspondence; ability to complete payroll records; ability to assist in the development and implementation of special employment programs; ability to assist in the development and implementation of recruitment and publicity plans for special employment programs; ability to plan and oversee orientation and training of participants of summer programs; ability to investigate and make recommendations for resolving personnel problems; ability to communicate effectively both orally and in writing; ability to establish and maintain effective work relationships with others; supervisory ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

(A) Four (4) years of paid full-time or its part-time equivalent experience in employment interviewing or counseling, or in personnel activities that have involved some responsibility for recruitment, selection or the development and coordination of training programs; OR,

(B) Four (4) years of full-time paid or its part-time equivalent experience in a senior level clerical or secretarial position involving either independent responsibility for the performance of duties in support of a professional personnel staff in activities defined in (A) above, or responsibility for supervision of a clerical unit in the performance of duties in support of a professional personnel staff involved in activities defined in (A) above; OR,

(C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, OR;

(D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: February 19, 1987