

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 8451100***

**Jobs Program Specialist, Grade 16**

Brief Description of Class

Jobs Program Specialists provide a broad range of employment related services to prospective employers and applicants and recipients of temporary and transitional assistance. Jobs Program Specialists are classified only in the Office of Temporary and Disability Assistance.

Distinguishing Characteristics

*Jobs Program Specialists:* full performance level; work in local social services district offices and operate independently.

Related Classes

Temporary Assistance Specialists 1 assist in the administration of programs that provide financial assistance and supportive services to dependent and disabled individuals and families or individuals and families eligible for assistance and services. Temporary Assistance Specialists 1 work with local social services agencies and with program service providers in their efforts to enable eligible families and individuals to achieve independence.

Illustrative Duties

When assigned to the Jobs Program, incumbents provide a broad range of employment related services to clients who are applicants for, or recipients of, temporary assistance or food stamps.

- Interview clients to evaluate the nature of services desired, obtaining a complete work history, including job experience, education, skills, salary ranges, and job preferences.
- Identify and assess any barriers to employment such as physical disabilities, education or training needs, child care or transportation issues and develop solutions to these barriers.

- Explain all services available from the Jobs Program and other Welfare to Work Programs such as resumé preparation, skills assessment, career planning, and provide labor market information.
- Assist clients with the preparation of resúmes.
- Identify client supportive service needs that require attention of Local District Social Services before the client is employed.
- Match customer's training, work experience, skill sets, and employment preferences with employer's job order requirements using a computerized job bank system.
- Follow up with employers to determine the status of job referrals.
- Enter client and employer data into various automated systems.

When providing services to employers, incumbents:

- Conduct field visits to employers to develop job orders and explain services provided by the Jobs Program.
- Screen customers and coordinate employment interviews for mass recruitments relating to employer-specific hiring programs.
- Provide technical assistance to employers, employer groups and/or job seekers at career or job fairs.
- Use computerized job bank system to:
  - Communicate both orally and in writing with employers to confirm job order specifications and determine final disposition of job orders.
  - Match job seekers to job orders and communicate orally and in writing with job seekers to refer them to specific openings.
- Identify job openings through telephone calls or employer field visits.

### Minimum Qualifications

Promotion: Successful completion of 52 weeks as a Jobs Program Specialist Trainee 2 or Jobs Program Specialist (Spanish Language) Trainee 2.

Open Competitive: Be reachable on the appropriate eligible list and have two years of qualifying experience in the placement of low-income or welfare-to-work

participants into private sector employment. Experience must include interviewing, assessment and referral of program participants to employers and regular contact with employers to coordinate referrals, follow-up on placements and secure job openings.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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