

JOB DEVELOPER

92-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for establishing and maintaining working relationships with local employers, business organizations, and community organizations in developing job opportunities and arranging the direct placement of participants matching the job skills with application qualifications. Evaluates participant's background, skills, and interest, and matches to potential job openings. This position is supervised by the Director of the Center for Workforce Development.

***TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Interviews participants and evaluates intake forms to establish skill level and work history;

Designs and develops employability plans to meet specific needs and goals;

Coordinates supportive services through various agencies;

Develops and maintains a pool of qualified participants and job placement opportunities;

Visits work sites in order to address any issues and to verify wages, working conditions, hours worked, etc.;

Coordinates and assists with specific projects that support the goals of the CWD programs;

Answers phone and written inquiries pertaining to agency functions or services;

Prepares and maintains a variety of documents, including letters, reports, memoranda and advertisements promoting department program activities and special projects;

May prepare and arrange for public relations activities in support of program objectives;

Speaks before various groups to explain program objectives;

Utilizes computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Initiates and maintains personal contacts with business and industry representatives to set up recruitment profiles;

Schedules and visits potential and existing employers to identify and develop positions;

Establishes and maintains temporary, full-time, part-time job listings;

Assists qualified participants in identifying positions in their field of interest;

Assists in development of resumes, cover letters and applications;

Advises participants on employability skills;

Works with participants to gain relevant skills;

Helps participants explore alternative employment options;

Maintains currency with industry trends;

Updates labor market information by researching online resources, attending meetings, maintaining contacts and networking with professional/community organizations that are involved in job placement/training activities;

Works with Director to collect and track job placement data;

Compiles data and prepares reports and correspondence regarding job development and placement efforts;

Works collaboratively with businesses to coordinate and facilitate recruitment days, employer panels, and targeted job fairs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of general rules and regulations relating to employment programs; thorough knowledge of interviewing techniques; good knowledge of the mechanics of planning and conducting seminars and workshops; good knowledge of services available through social services agencies; sensitivity to issues confronting unemployed or underemployed people; sensitivity to issues of cultural diversity; ability to establish and maintain cooperative relationships with clients, private and governmental agencies and labor groups; ability to use computer applications, such as spreadsheets, word processing applications, calendar, e-mail and database software; ability to collect, organize and interpret data and information relating to employment programs and projects; must have the ability to present ideas clearly, both orally and in writing; ability to motivate clients in adopting positive values and behavioral patterns; and sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and two (2) years of experience in client supervision, employment interviewing, employment counseling, job placement, job development or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and four (4) years of experience as described in (A) above; or

- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) above; or
- (D) An equivalent combination of training and experience as described in (A) and (B) above.

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NYS Civil Service Commission Approval:
N/A

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