

EMPLOYMENT SPECIALIST I

Salary: \$35,588 - \$49,824 Annually

Pay Grade: NS4

Job Type: Full time

Job Number: ESI20152

Salary appointment is based on the applicant's experience, qualifications and wage history within the range listed above.

Generous fringe benefits, including company contribution to the Public Employees Retirement Systems (PERS), paid medical, dental and vision insurance, paid vacation, sick leave available and paid holidays.

Job Description

Under general supervision of the Business Services Manager, the Employment Specialist I will be responsible for taking a lead role in coordinating activities related to meeting and/or exceeding performance measures for WIOA, and other employment and training programs. The Employment Service Specialist I will also be responsible for recruitment of Employers. Maintains accurate statistical records and prepare reports. Monitors and assesses progress of participants during training. Maintain relationships with employers and outreach to potential employers and present WIOA services and resources. Initiates and maintains ongoing relationship with a variety of business and industry representatives. Employment Specialist I is responsible to assist in meeting WIOA enrollment and placement goals. Will identify job leads for WIOA participants in order to meet HCC goals.

Duties and Responsibilities

- Develops and organizes strategies for implementation of various Employment activities, such as job clubs, workshops, Cal JOBS, public/private sector orientations, and business presentations, as well as developing methods of networking with Employers, Local Chamber, Elected Officials and has clear knowledge of Workforce Innovation opportunity Act (WIOA)
- Responsible for securing employment for Hub Cities' participants through programs such as On The Job Training (OJT), Customized Training (CT), Limited Internships (LI), Classroom Placement (CP), Summer Youth Employment Training Program (SYETP), and Work Experience (WE). This Includes assisting in the development of worksites and placement of participants for other Departments as needed.
- Assists participants in job search techniques, preparation of resumes, master job applications, and cover letters. Will counsel participants on interview and telephone techniques through workplace expectation workshops.
- Perform cold calls to potential employers; explain the benefits and assistance HCC can provide to employers, including addressing employer's special needs; referring participants or organizing recruitment or other resources for job orders
- Developing flyers, brochures and other methods to advertise job placement activities and WIOA information
- Assists the Business Services Manager in planning and coordinating a system to ensure meeting and/or exceeding performance measures under WIOA, and other funded employment and training programs.
- Assists in planning meeting agendas; assists in meeting set-up and meeting follow up
- Attends meetings and maintain contacts with various employers, professional/community organizations, leaders and hiring representatives that are involved in job placement/training activities.
- Assists the Business Services Manager in preparing, coordinating and conducting presentations and events for businesses, management, WIB, community agencies and other groups as appropriate.

- Ensure strong alliances in the community with agencies and organizations dedicated to employment readiness and resources to benefit the community.
- Conducts research to understand business, industry, employment trends and skills needed by job seekers.
- Maintains a strong working relationship with local businesses. Will conduct Business Needs Assessments (BNA's), and will provide assistance to the various needs that a business may have.
- Assists businesses who have a need for additional staff by organizing and conducting recruitments and referring job candidates for employment. This will include following-up with businesses to verify placement of referred candidates.
- Participates in Rapid Response activities that include conducting plant closure orientations, providing information regarding available resources to affected employees, and keeping updated files for each company.
- Will research and report incentives that are available to businesses such as Enterprise Zone Tax Incentives, Redevelopment Project Areas, and other tax credit incentives that may be available for businesses.
- Outreach and recruit WIOA participants and identify participant's needs.
- Responsible to identify Career Pathways for job seekers, by identifying and emphasizing employment in High Growth Sectors.
- Perform career assessments to identify the best Career Pathway for job seekers by using standard career assessments
- Identify On-the-Job Training (OJT) and unsubsidized jobs with a career ladder for job seekers.
- Coordinate recruitment strategy meetings with hiring team members and develop recruitment plans, which includes gaining full understanding of position requirement
- Initiate and maintain ongoing contacts with employers and job placement/training agencies
- Perform cold calls to potential employers; explain the benefits and assistance HCC can provide to employers, including addressing employer's special needs; referring participants or organizing recruitment or other resources for job leads
- Assists participants in assessing their job skills for positions; administers and scores standard career assessments
- Assists participant with job search, application procedures, resume writing, interview preparation and job retention skills and attitudes.
- Assists participants in job search/career information workshops, arranges for interview appointments with employers
- Works with participants to improve job performance and gain necessary job skills or reviews other employment options; maintains contact with employers during the participants' employment and reports results to appropriate staff; prepares forms and reports related to placement activities; tracks participant activity using CalJOBS system
- Assists in coordinating Labor Market Information (LMI) and Labor Market Analysis (LMA)
- Attends meetings within and outside Hub Cities Consortium as required.

- Prepares written and oral reports as well as related documents as needed.
- Performs special projects for the Business Services Manager as needed

Required Knowledge and Abilities

- Thorough knowledge of Employment and Training programs. Knowledge of Hub Cities Consortium Vision, policies and procedure is a plus.
- Ability to communicate effectively in writing as well as verbally.
- Ability to develop and maintain positive working relations with staff and Hub Cities Management, businesses, employers and other community agencies.
- Ability to develop implement, maintain, and evaluate policies, systems and procedures pertaining to Hub Cities operations and performance requirements.
- Ability to complete assigned program goals in a timely and efficient manner.
- Ability to travel to various training sites throughout Los Angeles County.
- Knowledge of Case Management principles, local labor market information and support services available in the Hub Cities area.
- Must be computer literate in all Microsoft programs such as MS Word and Excel, and the Internet. Ability to operate IBM compatible computers.

Education and Experience

Bachelor's Degree in Sociology or related subject area preferred and a minimum of two (2) years job developing experience within an employment training program environment or three (3) years related experience. Experience may be substituted year for year in lieu of educational credentials. Bilingual is A plus (Spanish) Must possess reliable transportation that is available for use during the course of business. Must possess a valid California Driver License and be able to provide proof of current automobile insurance.

Application Procedure

Applications may be obtained at and should be submitted to:

HUB CITIES CONSORTIUM dba Southeast Los Angeles AJCC
2677 Zoe Ave, 2ND Floor
Huntington Park, CA 90255
Attention: Jose Martinez, Executive Director

It is intended that current Hub Cities Consortium staff will fill some of these positions. However, applications will be accepted until the position is filled. All applications will be reviewed. Only those candidates whose applications demonstrate the best combination of qualifications and experience will be invited to the interview process.

Hub Cities Consortium is an Equal Opportunity Employer and operates under a drug free workplace policy approved by the Hub Cities Board of Directors