



## **CLASS SPECIFICATION FOR Job Developer**

### **General Statement of Duties:**

Performs professional Workforce Investment Act (WIA) activities relating to client services, subcontractors and agency requirements in Capital Regional Workforce Partnership (CRWP); does related work as required.

### **Distinguishing Features of Class:**

The incumbent in the class works with a minimum of direct supervision and has latitude in deciding procedures and methods to be used. Incumbent may carry own client caseload and serve as the Partnership's direct contact with the client service delivery agents. The employee maintains a thorough understanding of regulations, policies and procedures of the Job Training Partnership Act (JTPA) and the Partnership. May meet with agency heads, corporate heads, and other public and private officials in negotiating subcontract agreements. Work is performed under the supervision of a Division Supervisor or Employment/Training Coordinator.

### **Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Develops and executes employer outreach activities in coordination with the Partnership plan and in response to labor market needs;
- Develops marketing tools to attract new business to utilize CRWP for employee referrals;
- Interviews, assesses, and finalizes WIA employability plans for clients and makes recommendations for changes to the plan;
- Negotiates subcontracts with public and private non-profit employers for on the job training implementation and customized training through employers;
- Acquires and analyzes information on the current local job market and general labor market trends and utilizes existing resources such as testing, GED classes, skill training, transportation options and other agency services to counsel and assist clients;
- Provides technical assistance to employers when developing customized and industry job opportunities;
- Monitors subcontract operations and enforces compliance with interns; aids subcontractors in taking corrective action when warranted and negotiates modifications when appropriate;
- Works with Vocational Specialists to design employer screening devices and processes;
- Maintains a roster of clients and serves as coach and monitor of clients' performance and compliance with employability plans;
- Is responsible for client time sheets, records, payroll documentation, travel and other supportive payments, check distribution and other client service related processes;
- Maintains data as required on client caseload and related program activities for reporting purposes and for monitoring of client enrollment and expenditure levels;
- Recognizes trends in job development activities and outcomes and makes recommendations for and assists in developing more effective strategies;
- Performs desk audits of participant files, contracts, time and attendance records, payroll information and related documents;
- Assesses performance goals and results and determines validity of expenditures;
- Organizes and schedules monitoring visits, notifying and coordinating with appropriate personnel;
- Compiles data and submits written reports of findings, documents areas of compliance or non-compliance and makes recommendations for improvement of program quality and/or correction of program deficiencies;
- Follows up on reports to determine that corrective actions have been taken;
- Draws statistical samples of participants and contracts for review;
- Maintains an up to date knowledge of legislative, regulatory and program policy changes;
- Follows up on clients who have been terminated from Partnership programs to gather data to provide quantitative data on program results and benefits;
- Performs related work as assigned.



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**Required Knowledge, Skills and Abilities:**

Knowledge of the resources available in federal, State and local governments, community agencies and private business; ability to work independently and to maintain a flexible but efficient work schedule; ability to express ideas clearly and concisely, both orally and in writing; ability to consider and weigh a variety of factors in making decisions and/or recommendations; ability to establish and maintain a good working relationship with clients, public and private employers and the business community; ability to meet and work effectively with government and business officials.

**Minimum Education and Experience:**

Education: Four (4) year degree in a human services or related field

Experience: One (1) year of experience in screening job applicants and in developing jobs with businesses;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Requires possession of a valid driver's license issued by the State of Virginia.

**SPECIAL CONDITION:** The continuing existence of positions in this classification is subject to and contingent upon funding levels provided by the federal government through the Workforce Investment Act (WIA).