

County of  
**HENRICO**  
Virginia

*CLASS SPECIFICATION FOR*  
**Vocational Specialist**

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**GENERAL STATEMENT OF DUTIES:** Performs professional level Capital Region Workforce Partnership (CRWP) duties relating to client vocational/assessment services and Partnership requirements; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This class assesses the needs of clients to assist them in overcoming educational and vocational deficiencies so that they are employable. The incumbent works with a minimum of direct supervision and has latitude in deciding procedures and methods to be used. The incumbent carries own client caseload and serves as the Partnership's direct contact with client and service delivery agents. The employee maintains a thorough understanding of regulations, policies and procedures of the Partnership. Work is performed under the supervision of a CRWP Division Supervisor or CRWP Employment/Training Coordinator.

**EXAMPLES OF WORK** (illustrative only):

- Develops and executes outreach activities in coordination with Partnership plan and operation needs;
- Solicits new proposals through publicity and outreach as directed;
- May make preliminary Workforce Investment Act (WIA) eligibility determination;
- Provides aptitude, achievement and interest testing and interprets results;
- Develops an educational/training service plan which clearly specifies individual educational and vocational goals;
- Assesses participants' educational status through the use of pre-and post-testing;
- Monitors progress of and counsels each participant to ensure successful program completion;
- Provides vocational evaluation and develops employability development plan, outlining vocational goals and actions required to meet objectives;
- Performs lead role in assessment unit;
- Provides guidance to CRWP employment and training staff on use and results of testing;
- Evaluates testing instruments and assessment procedures on an ongoing basis to improve vocational assessment activities and stays informed of new testing instruments and trends of use and/or significance to current programs;
- Compiles data from testing to use in program planning;
- Coordinates short-term specific educational and/or vocational projects;
- 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 program operation and results and makes recommendations for/assists in developing corrective actions;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the use and administration of educational and vocational assessment instruments; knowledge of local labor market and employment opportunities; 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 agencies, and the employer community; ability to meet and work with government and business officials.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree and one (1) year of experience in employment and training programs or related public agencies; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**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).

**ADDITIONAL REQUIREMENT:** Some positions may require possession of a valid driver's license issued by the State of Virginia.

BB94 (formerly BB58)  
Revised 03/24/12  
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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

