DEPARTMENT: County Counsel  
BY: Jeffrey G. Green  
PHONE: 209/966-3625

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution approving the attached Merit System Services Series Specification for the Employment & Training Worker series, adopting the following Mariposa County Salary Ranges for these positions as:

- Employment & Training Worker I: 145-161.5
- Employment & Training Worker II: 154-170.5
- Employment & Training Worker III: 163-179.5

and authorizing the appointment of one Employment & Training Worker II as an extra-help employee in the Human Services Department, Social Services Division.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

Approval of the Employment & Training Worker Series Specification is requested because Merit System Services has advised our Social Services Division that all future employees involved in the GAIN Program will be appointed from this series. The existing GAIN staff, consisting of one Program Assistant, two Social Worker IIIIs, and one Office Assistant II will not be affected by this requirement.

The Human Services Director has also advised that due to a change in JTPA regulations and Agency needs, they will no longer be contracting for Job Club/Job Search services and that they will be providing these services directly. In order to do so, they are requesting the addition of an additional extra-help person to be hired at the Employment & Training Worker II level.

The Human Services Director has further advised that he does not anticipate either one-time or on-going expenses as a result of this position request and that there will be no additional rental expense, utility costs, or fixed asset expenditures incurred.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not adopt this Merit System Service class specification series and do not approve the respective salary ranges. This would prohibit the Human Services Department's ability to comply with Merit System Services requirements.

Revise these salary ranges as deemed necessary.
COSTS:  (X) Not Applicable
A. Budgeted current FY  $___________
B. Total anticipated costs  $___________
C. Required additional funding  $___________
D. Internal transfers  $___________

SOURCE:  ( ) 4/5ths Vote Required
A. Unanticipated revenues  $___________
B. Reserve for contingencies  $___________
C. Source description: Balance in Reserve for Contingencies,
   if approved: $___________

SPECIAL INSTRUCTIONS:
List the attachments and number
the pages consecutively:

______________________________

______________________________

______________________________

______________________________

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CLERK'S USE ONLY:
Res. No.: 93-017  Ord. No. ____________
Vote - Ayas: ____________  Noes: ____________
Absent: ____________  Abstained: ____________
Approved: ____________  ( ) Denied
Minute Order Attached: ____________
( ) No Action Necessary

The foregoing instrument is a correct copy of
the original on file in this office.

Date: _______________________

ATTEST: MARGIE WILLIAMS, Clerk of the Board
         County of Mariposa, State of California

By: _______________________
    Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

☑ Recommended
☐ Not Recommended
☐ For Policy Determination
☐ Submitted with Comment
☐ Returned for Further Action

Comment: _______________________

A.O. Initials: _______________________

Action Form Revised 5/92
EMPLOYMENT & TRAINING WORKER
Series Specification
(Established April 18, 1986)

SCOPE:

This series specification describes three classes used to perform employability evaluation and to provide other employability services to eligible applicants and clients of local social service agencies. These employability evaluations are largely based upon and occur after development of an employability plan by a professional vocational counselor.

These classes encompass the range of technical personnel from the entry or trainee level through the advanced journeyperson level. Incumbents in these classes are responsible for interviewing and evaluating the employability of eligible applicants and recipients to assist them in achieving self-sufficient employment through consultation, guidance and career planning in one or more employment assistance programs in accordance with established procedures.

Incumbents may be responsible for assuring continuing financial eligibility and case oversight as related to employment programs. The Employment & Training Worker Series differs from Social Worker Series in that incumbents in the Employment & Training Worker classes are not responsible for the provision of social services and differs from the Eligibility Worker Series in that the primary responsibility of an Eligibility Worker is the determination of financial eligibility for public assistance programs.

Responsibilities include the evaluation of employment readiness; administration and interpretation of vocational measurement tests; identification of employment barriers; completion of employability plans; providing career guidance; referral of clients to appropriate employment, training, and social services; providing labor market information; conducting job search workshops; developing and maintaining employment and training opportunities; interpreting rules, regulations, and policies pertaining to employment programs to clients and the general public; making regular contact with clients to monitor progress to assure compliance with program requirements; making cause determinations and maintaining records; and maintaining component statistics.

FACTORS AFFECTING POSITION ALLOCATION:

Complexity of work performed; independence of action; responsibility for specialized functions; proportion and duration of time spent performing specialized, more complex, and less defined duties.
Employment & Training Worker Series

Class Specification

CLASS:

CLASS2S

Employment & Training Worker I (Trainee)
Employment & Training Worker II
Employment & Training Worker III

DEFINITION OF LEVELS

Employment & Training Worker I (Trainee)

This is the trainee level of the series. Under close supervision, employees learn to perform the duties of an Employment & Training Worker II. Employees are expected to demonstrate the ability to promote to the Employment & Training Worker II class after successful completion of six months of experience and shall not remain in the Employment & Training Worker I class beyond the probationary period.

Employment & Training Worker II

This is the first journey-person level of the series. Under supervision, employees interview program participants to evaluate their employability readiness and to identify barriers to employment; refer participants to appropriate employment, training, and social service resources; make appropriate worksite placements; monitor participant compliance with program requirements; provide data to make cause determinations; aid clients in developing work habits; maintain records and reports of monthly activities; and maintain liaison with clients, employers and other service providers. Employees perform duties similar to those of the Employment & Training Worker I but work with more independence, perform a wider range of duties, and have responsibility for independent contact with employers and other service providers.

Employment & Training Worker III

This is the advanced journey-person level of the series. Incumbents, under direction, perform the most complex and specialized duties such as assisting in the development and implementation of procedures for employment and training programs; establishing and monitoring of training and worksite arrangements; negotiating training and worksite agreements; serving as hearing representative on disputed cases; and serving as leadperson for other workers.
Employment & Training Worker Series

Class Specification

CLASS

MINIMUM QUALIFICATIONS

Employment & Training Worker I (Trainee)

Either I

Experience: Six months of experience performing duties comparable to the Eligibility Worker II or Social Worker II class. (Desirable experience duties related to the transition of public assistance recipients from aid dependency to unsubsidized employment.)

Or II

Experience: One year of experience performing vocational guidance, employment counseling or placement services;

And

Education: Completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing & measurement or counseling preparation. (Six months of additional experience as described in Pattern II may be substituted for the required education.)

(A bachelor's degree in behavioral science with emphasis in vocational guidance, employment counseling, career assessment or a closely related field may be substituted for the one year of required experience in pattern II above)

Employment & Training Worker II

Either I

Experience: Six months of experience performing duties comparable to the Employment & Training Worker I or one year of experience performing duties comparable to the Eligibility Worker II or Social Worker II class.

Or II

Experience: Eighteen months of experience performing vocational guidance, employment counseling or placement services;

And

Education: Completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing & measurement or counseling preparation. (Six months of additional experience as described in pattern II may be substituted for the required education.)
Employment & Training Worker Series

MINIMUM QUALIFICATIONS (Continued)

(A bachelor's degree in behavioral science with emphasis in vocational guidance, employment counseling or career assessment or a closely related field may be substituted for one year of the required experience in pattern II above)

Employment & Training Worker III

Experience: One year of experience performing duties comparable to the Employment & Training Worker II or Eligibility Worker III or Social Worker III class;

And

Education: Completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing & measurement or counseling preparation. (Six months of additional experience as described above may be substituted for the required education)

CLASS

KNOWLEDGES & ABILITIES

Employment & Training Worker I (Trainee)

Knowledge of: a basic understanding of employment preparation and training programs and goals of public social service agencies. Ability to: learn employment related interviewing and record keeping techniques and standard office procedures; speak and write effectively; organize work effectively; read, understand and follow complex rules, regulations, policies and memos; communicate with others from diverse socioeconomic and cultural backgrounds; identify and evaluate needs and barriers to employment; complete employability plans; conduct individual and group training; manage complex records; evaluate progress and take necessary corrective action; and establish and maintain cooperative working relationships with employers, outside providers, agency staff and the general public.
Employment & Training Worker Series

Class Specification

CLASS KNOWLEDGES & SKILLS (Continued)

Employment & Training Worker III

Knowledge of: all of the above, and career, vocational and employment counseling techniques; hiring trends and practices of private and public sector employers; training programs and resources and problems requiring referral to the social service staff; and department and community resources available to clients.

Ability to: all of the above, and interview effectively in a variety of settings; elicit factual information from applicants and recipients in difficult circumstances of deprivation or emotional disturbance; accurately gather, record and evaluate data necessary for the implementation of appropriate employment preparation and training programs; prepare reports, forms, plans and agreements related to such programs; and identify problems requiring referral to other sources.

Employment & Training Worker III

Knowledge of: all of the above, and techniques of leadership; training methods and staff development; and theory of the procedures used in career planning and vocational guidance programs.

Ability to: all of the above, and evaluate and, if needed, make appropriate recommendations and corrections on selected cases; and lead and direct other staff and outside service providers.

CLASS HISTORY

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<tr>
<th>Class</th>
<th>Date Established</th>
<th>Date Revised</th>
<th>Title Changed</th>
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<td>Employment &amp; Training Worker I</td>
<td>April 18, 1986</td>
<td>April 30, 1987</td>
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<tr>
<td>Employment &amp; Training Worker II</td>
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04/30/87