

JOB DESCRIPTION  
April 2016

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

**EMPLOYMENT PLACEMENT SPECIALIST  
TRANSITION PARTNERSHIP PROGRAM**

**General Purpose:**

An Employment Placement Specialist Transition Partnership Program is responsible to the County Superintendent of Schools and works the direct supervision of the designated manager(s). The Employment Placement Specialist Transition Partnership Program will work with the Transition Partnership Program (TPP) team and Department of Rehabilitation (DOR) counselors to provide students/DOR referrals and applicants for TPP services. The Employment Placement Specialist Transition Partnership Program will provide vocational assessment and employment preparation, placement and follow-up and work experience services to identified TPP youth and young adults with disabilities and/or impediments to employment.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Introduces TPP to Placer County Office of Education (PCOE) community schools and school districts within Placer County.
- Acts as a liaison between the TPP, Workability Program and transition-aged youth as they progress through programs.
- Obtains appropriate documentation and evaluation information to assist the DOR counselor in determining eligibility for DOR and TPP services.
- Establishes relationships with employers to develop job opportunities for identified students with disabilities and/or impediments to employment in accordance with established eligibility requirements for the DOR.
- Prepares and conducts specific job task analyses to facilitate student and employment matches; determines appropriateness of employer locations and job duties.
- Assists in developing and implementing employment skills and job retention training at various community work sites including Job Club coordinated with Golden Sierra Youth Employment Services and Connections.
- Assists in coordinating with DOR counselors and Workability staff to identify vocational needs, services and accommodations.
- Provides Employment Services as outlined in the DOR Collaborative and Workability Contract.
- Assists in coordinating vocational site visits; job shadowing activities, mock interviews and other linkages to the workplace; conducts periodic reviews of student performance in job training settings.
- Communicates with administrators, students and adult services agencies such as DOR, Workability, community schools, and school districts regarding exchanging information, coordinating activities and providing a continuum of training and support services for students transitioning from school to adulthood.
- Meets with DOR and Workability counselors and other TPP staff at regularly scheduled meetings to discuss students' progress.
- Attends quarterly cooperative contract meetings.



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**Minimum Qualifications:**

**Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

**Education:**

- High school diploma or equivalent is required.
- AA degree is preferred.

**Experience:**

- Two years experience with at-risk and/or special education populations.
- Two years experience working within the K-12 educational system.
- Two years experience working in cooperative and effective relationships between multiple stakeholders.
- Two years experience documenting, tracking and submitting student data to required state agencies.
- Two years experience promoting, building and maintaining relationships with multiple partners.
- Two years experience working with government agencies to coordinate their services to meet the needs of our student population.

**Knowledge, Skills and Abilities:**

- Knowledge of vocational education service needs for youth and young adults with disabilities and/or impediments to employment.
- Knowledge of local business and industry.
- Knowledge of labor laws regarding the employment of minors and persons with disabilities.
- Knowledge of effective job development techniques.
- Skills to establish and maintain cooperative and effective working relationships with others.
- Skills necessary to perform multiple technical tasks with an occasional need to upgrade skills due to changing situations.
- Skills necessary to compile, assemble, verify and prepare data for records and reports.
- Ability to provide individualized job development, placement assistance, and follow-up services.
- Ability to maintain a variety of records related to assigned students and activities.
- Ability to work with a diversity of individuals and/or groups under a wide variety of circumstances.
- Ability to communicate effectively with students, parents, staff, employers, outside agencies and administrators.

**Required Testing:**

- Applicants may be tested.

**Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

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**Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

**Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

**Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 26.0

Reviewed and Approved:

Supervisor: \_\_\_\_\_

Date: 4-25-16

Human Resources: \_\_\_\_\_

Date: 4/25/16