



# **J**OB POSTING

## **Workshop Facilitator I**

*(Administrative/Program Specialist I)*

*Unit: Pathway to Success*

**Salary: \$44,719 - \$55,847 Annually**

*(Location: Floating- Fairfield & Vallejo)*

***Application & Resume Deadline – Friday, June 29<sup>th</sup> @ 5:00pm***

***Please see Human Resources for:***

***Official Job Application***

***Job Descriptions***

***Questions or Concerns – Ask HR!***

***\*This position has also been posted on Indeed!***



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**Functional Description**

***Workshop Facilitator I***  
***A/P Specialist I***

**\$44,719- \$55,847**  
**Annual Salary**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under the direction of the Workforce Services Manager and/or Transitional Employment Coordinator, performs a variety of entry-level professional and technical assignments required of a specific division or unit of the Workforce Development Board (WDB) of Solano County, Incorporated. Examples of duties include but are not limited to facilitating job getting and job keeping workshops, resume review, mock interviews and interview preparation sessions, initial and limited participant coaching, supervised employment counseling, initial development of structured job development activities, reviewing and enforcing expected engagement activities, initial development and coordinating of employer services, as well as assisting Job Placement Coach II with initial and comprehensive assessment services. Client activities will be conducted in both group and one-on-one settings. May assist Placement Coach II with managing assigned case load for OJT, Wage Reimbursement Agreement and/or Direct Placement Activities. Driving on behalf of the agency is a requirement for this position. This is a non-exempt position. This position is represented by Service Employee International Union (SEIU) Local 1021.

**SUPERVISION EXERCISED**

There will be no supervision exercised in the performance of this position within this classification; however, incumbent may mentor newly hired employee.

**ESSENTIAL FUNCTIONS OF THE POSITION**

*In addition to the essential functions described in the A/PS I classification description, other important responsibilities and duties may include, but are not limited to, the following:*

- Implements job development strategies to facilitate the placement of Job Connect and/ or other employment/training contract participants into OJT/Wage Reimbursement Agreement or Direct Placement;
- Provides information on client progress and/or challenges to other unit staff to support case management and follow-up;

- Assists in the preparation of Job Connect or other employment/training contract clients for OJT, Wage Reimbursement Agreement and Direct Placement Interviews and employment opportunities throughout the County, working jointly with Business Services Representatives;
- Conducts a variety of group and one-on-one workshops, and initial coaching/mentoring sessions for clients enrolled in the Job Connect or other employment/training contract projects;
- Incumbent will be trained to and may assist in responsibilities of a small Job Connect or other employment/training contract enrollment caseload;
- Incumbent will be trained to and may assist in responsibilities associated with documenting services and activities of Job Connect and/or other employment/training contract clients in from enrollment to placement;
- Incumbent will be trained to and may assist in the initial and comprehensive assessment of all potential and enrolled Job Connect or other employment/training contract clients;
- Communicates effectively and professionally between clients, employer and other employees at the worksite;
- Incumbent will be trained to and may assist in Unit Program Assistant to with retention/follow-up service;
- Incumbent will be trained to and may assist in providing detailed daily/weekly/monthly progress reports/activities using Excel spreadsheets; and
- Performs other job related duties as assigned.

**Knowledge Of**      *(In addition to the qualifications in the A/PS I Job description)*

- Working understanding of industries and employers in Solano County and the surrounding area;
- Working understanding of economic trends and labor market conditions impacting Solano County industries;
- Working knowledge of pre-employment, work maturity and job-seeking skill workshops;
- Working knowledge of Job Coaching techniques;
- Working understanding of the principles of adult basic education and theory; and
- Working understanding of training concept as well as making presentations to a group of diverse, socio-economic individuals.

### **Skills**

- Proficient in operating word processor and various software systems (i.e., Microsoft Word, Microsoft Excel, presentation software such as Power Point, etc.);
- Able to develop and maintain Excel spreadsheets for reporting purposes;
- Effective presentations skills with the ability to maintain attention as well as setting up positive environment and establishing career goals;
- Great customer service skills and understanding how to provide a professional working and learning environment.
- Understanding of vocational, and/or employment coaching/counseling techniques; and
- Knowledge of Automated Case Management

### **Ability To**                      *(In addition to the qualifications in the A/PS I Generic Job description)*

- Ability to interpret employment and career data;
- Assess client skills and provide guidance towards seeking appropriate career path;
- Provide instruction on a variety of workshop topics;
- Organize workshop curriculum and materials;
- Collaborate with , establish and maintain good working relationships within the unit, as well as with outside sources such as partners, community organizations, etc. with a high level of professionalism;
- Maintain regular contacts with job seekers to insure continuing job search activity, and to supplement employer contacts/referrals;
- Conduct workshops from a remote location or lab different from the WDB assigned location; and,
- Read, understand and explain local, State and/or federal rules, regulations, policies and procedures.

**ADDITIONAL REQUIREMENTS OF THIS POSITION**

- Possess (or ability to obtain prior to employment), a valid Class C California Driver's License and automobile insurance;
- Provide reliable transportation for routine travel on agency business;
- Must possess and maintain an acceptable driving record that will meet the Employer's Insurance Carrier's Standards. This cannot be waived.
- Regular attendance and punctuality are part of all employees' job responsibilities. It is the employer's expectation that all employees are present and on time every day.



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**GENERIC DESCRIPTION**

***ADMINISTRATIVE/PROGRAM SPECIALIST I***

**\$44,719 - \$55,847**  
Annual Salary

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under the direction of a Division Manager or a Unit Coordinator, performs a variety of entry-level professional and technical assignments required of a specific division or unit of the Workforce Development Board (WDB) of Solano County, Incorporated. Depending on the assignment, general functions include but are not limited to case management, employer services, personnel/benefits, facilities maintenance, intake/eligibility, general administration, career resources and customer relations. Driving on behalf of the agency is a requirement for this position. This is a non-exempt position and is represented by Service Employee International Union (SEIU) Local 1021.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from all other classes by its entry-level professional and technical responsibilities.

**ESSENTIAL FUNCTIONS OF THE CLASSIFICATION**

- Prepares reports, and/or appropriate enrollment/termination and other documentation required/assigned, *in an accurate and timely manner*;
- Ability to understand and explain complex State and Federal policies and procedures, as well as rules and regulations;
- Use independent judgment, discretion, initiative and confidentiality when required;
- Performs complex work involving the analysis of a variety of source documents involving familiarity with WDB policies and procedures, terminology, and applicable regulations;
- Prepares reports addressing findings and suggested methods of improvement, and may assist with developing and implementing the unit's standard operating procedures;
- Work professionally and closely with all other agency staff, one-stop partners, and the general public;

- Perform other job related duties as assigned.

*Specific essential position functions are described in the individual position descriptions.*

### **MINIMUM QUALIFICATIONS AND EMPLOYMENT STANDARDS**

#### **Knowledge of**

- Working knowledge of leadership principles and modern public administration;
- Goals, objectives, rules and regulations related to Workforce Innovation & Opportunity Act (WIOA) employment and training programs. Knowledge on federal CETA/WIOA and federal/state welfare program is preferred;
- Modern office management principles, practices and procedures;
- Time management/project organizational methods;
- Working knowledge of the principles associated with staff supervision, training, and evaluation;
- Working knowledge of various word processing, data management software; and Automated Data Management Software;
- The fundamentals of customer service;
- Soliciting information by telephone/in person;
- Service needs of economically disadvantaged individuals, dislocated workers, youth, minorities, handicapped, and other underemployed persons; and
- Employment barriers experienced by economically disadvantaged, economically displaced, and other unemployed/underemployed populations.

#### **Skills**

- Proficiently operate word processor and various software systems, (i.e., Microsoft Word, Microsoft Excel, Presentation software, etc).

*Specific skills are described in the individual functional position description.*

#### **Abilities**

- Exercise critical thinking, independent judgment, and tact;
- Establish and maintain cooperative and professional working relationships with a variety of individuals, groups and organizations;
- Represent the agency with clients, customers, contractors, peer organizations and the public;
- Maintain confidentiality of files and privileged information;

- Work both independently and cooperatively and work effectively in a Team environment;
- Assemble, organize, and analyze data and prepare reports from such information; interpret written and oral instructions; as well as written regulations;
- Perform basic statistical analysis work involving mathematic calculations (including algebraic formulas);
- Relate effectively to persons from various socio-economic backgrounds;
- Use good judgment; act with professionalism and discretion;
- Communicate effectively and courteously with customers;
- Identify problems and apply problem-solving techniques; and
- Communicate effectively, both orally and in writing, including ability to organize and present complex material in a clear, concise, and accurate manner.

**EDUCATION AND GENERAL EXPERIENCE**

Any combination of education and experience which would provide the required knowledge and abilities is qualifying. Options include:

High School Diploma or G.E.D. with three years of related full-time experience in the field of education, training, and/or employment programs. Bilingual Spanish preferred;

**OR**

Completion of 60 semester units of college-level course work from an accredited institution, with a minimum of two years related full-time paid experience in the field of education, training, and/or employment programs.

**SPECIAL REQUIREMENT**

Possession of a valid California Class C Driver's License, current automobile insurance, and reliable private transportation, or be able to provide suitable transportation approved by the Council.

**WORKING CONDITIONS**

Primarily inside work at various One-Stop locations, and will be exposed to normal office noise. May be required to attend meetings, visit various training facilities, work sites, etc.

**PHYSICAL DEMANDS**

May occasionally be required to do minor lifting, not to exceed 20 pounds. Position will require some repetitious work such as data entry, typing, word processing, etc.



**ADDITIONAL REQUIREMENTS OF THIS POSITION**

- Possess (or ability to obtain prior to employment), a valid Class C California Driver's License and automobile insurance;
- Provide reliable transportation for routine travel on agency business;
- Must possess and maintain an acceptable driving record that will meet the Employer's Insurance Carrier's Standards. This cannot be waived.
- Regular attendance and punctuality are part of all employees' job responsibilities. It is the employer's expectation that all employees are present and on time every day.



**WORKFORCE DEVELOPMENT BOARD  
OF SOLANO COUNTY**

**APPLICATION FOR EMPLOYMENT**

An Affirmative Action/Equal Opportunity Employment/ADA Compliant Employer

Position Applied For: \_\_\_\_\_

Last 4 Digits of Social Security Number: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial Other Name Used

Address: \_\_\_\_\_  
Number/Street/Apt. Number City/State/Zip

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**EDUCATION**

(highest grade completed, if applicable) High School/GED \_\_\_\_\_ College/University \_\_\_\_\_ Graduate Study \_\_\_\_\_

College or University	Graduate Yes/No	Units Completed	Location of School (City & State)	Major Subjects (Indicate Graduate Study & Degree)

Other Training:  
 Business, Military,  
 Nursing, etc.

Skills (Indicate speed where applicable):  Shorthand (wpm) _____ Typewriter (wpm) _____ Dictaphone/Transcriber _____	Word Processor _____ Adding Machine _____	Other Skills: _____ _____ _____
--	--	--

**DRIVER'S LICENSE AND OTHER PROFESSIONAL CERTIFICATES/CREDENTIALS**  
 (If required for the position for which you are applying)

Name of License/Certificate/Credential	Number	Expiration Date

Has(ve) your license(s) ever been suspended or revoked? No  Yes  If yes, please explain.

\_\_\_\_\_

## EXPERIENCE

**Employment Record - Do not substitute a resume for this information.** List your present or most recent employer first. Account for all time during the past five years. If more space is needed, attach a separate sheet to this application. Present and past employers may be contacted if you are a finalist.

Period of Employment	Job Title & Most Important Duties Performed <small>List Most Recent Experience First</small>	Employer Information
From _____ To _____ Total Yr. _____ Mo. _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Hours Per Week _____ Are You Employed There Now? <input type="checkbox"/> Yes <input type="checkbox"/> No  May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Company _____ Job Title _____ Duties _____ _____ _____ _____ _____ _____	Address _____ _____ _____ Phone Number (____) _____ Supervisor _____ Title _____ Reason for Leaving _____ _____ _____

Period of Employment	Job Title & Most Important Duties Performed <small>List Most Recent Experience First</small>	Employer Information
From _____ To _____ Total Yr. _____ Mo. _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Hours Per Week _____ Are You Employed There Now? <input type="checkbox"/> Yes <input type="checkbox"/> No  May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Company _____ Job Title _____ Duties _____ _____ _____ _____ _____ _____	Address _____ _____ _____ Phone Number (____) _____ Supervisor _____ Title _____ Reason for Leaving _____ _____ _____

Period of Employment	Job Title & Most Important Duties Performed <small>List Most Recent Experience First</small>	Employer Information
From _____ To _____ Total Yr. _____ Mo. _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Hours Per Week _____ Are You Employed There Now? <input type="checkbox"/> Yes <input type="checkbox"/> No  May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Company _____ Job Title _____ Duties _____ _____ _____ _____ _____ _____	Address _____ _____ _____ Phone Number (____) _____ Supervisor _____ Title _____ Reason for Leaving _____ _____ _____

### **VOLUNTEER OR COMMUNITY EXPERIENCE**

Please list non-paid experience which might be considered in evaluating your qualifications for this position. If you wish, you may exclude names of organizations which may reveal your race, ethnicity, religion, national origin or ancestry, disability, or other protected status.


### **OTHER PERTINENT INFORMATION**

Please include any professional honors, awards or organizations. If you wish, you may exclude names of organizations which may reveal your race, color, religion, national origin or ancestry, disability, or other protected status.


### **PROFESSIONAL REFERENCES**

List below the names of three persons (not relatives) who know of your work and may be used as confidential references. The Workforce Development Board reserves the right to contact such persons by mail/email, by telephone or in person. Although every attempt is made to maintain confidentiality, applicants should recognize that a broad spectrum of personnel may be involved in the screening process.

Name	Physical Address or Email Address	Phone Number <small>Include Area Code</small>	Job Title

### **GENERAL QUESTIONS – If a question doesn't apply, please respond with n/a.**

**YES NO**

- Can you, after employment, submit verification of your legal right to work in the United States?
- Can you, after employment, provide reliable transportation, as is required, for the position in which you are applying?
- Have you ever been dismissed or resigned from a position to avoid being dismissed from employment for misconduct or unsatisfactory service? If yes, explain. \_\_\_\_\_
- Are there any limitations that may prevent you from performing the required job duties for the position in which you are applying? If yes, what can be done to accommodate your limitation? \_\_\_\_\_  
When can you start work? \_\_\_\_\_  
Name(s) of relative(s) employed by the Workforce Development Board. \_\_\_\_\_
- I understand and agree that I may be required to take one or more: physical examination; finger printing as a condition of hiring or continued employment. I agree to consent to take such test(s) as designated by the Workforce Development Board and to release to its directors, officers, agents or employees from any claim arising in connection with the use of such test(s).

### **CERTIFICATION OF APPLICANT (Read Before Signing)**

I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the Workforce Development Board of Solano County to make any investigation of my background deemed necessary. I authorize my former employers to give any information regarding my employment. I hereby release them and their company from all damages whatsoever for issuing same.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_