



**WORKFORCE DEVELOPMENT BOARD  
OF SOLANO COUNTY**

**Workforce Development Specialist  
(*Spanish*)**

***Recruitment Packet***



## **Solano County**

With a mix of rural and suburban lifestyles and conveniently equidistant between San Francisco and Sacramento, Solano County (population approximately 450,000) is home to rolling hillsides, waterfronts and fertile farmland. County residents and visitors enjoy quality of life attributes within the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo as well as unincorporated County areas; year-round outdoor recreational activities like fishing, boating, water skiing, hiking and biking; and easy access to the San Francisco Bay Area, Lake Tahoe region and the Napa and Sonoma Valleys. Solano County's mild climate, open space, proximity to lakes, rivers and mountains, makes the County an exceptional community to live, learn, work and play.

With its location, affordable housing, natural and human resources, and a history of responsible land use planning, Solano County has a promising future and unique opportunities for the future. The America's Promise Alliance has affirmed this fact five times, naming Solano County one of the 100 Best Communities for Young People – the only California community with this distinction. Solano County is home to Travis Air Force Base, numerous museums, well known businesses as Jelly Belly Candy Company, multiple parks throughout the region, and several wineries.



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### **About the Solano WDB**

The Workforce Development Board (WDB) of Solano County is a 501(c)(3) nonprofit organization that works to build and sustain a skilled workforce, support a vibrant economy, and create a shared prosperity for the community of Solano County. The WDB oversees federally-funded workforce services through the Workforce Investment and Opportunity Act (WIOA) of 2014 on behalf of Solano County. Services include the American Job Center of California System and intensive programs to support the talent development of the county. This work includes planning and policy development, and alignment of workforce services in partnership with businesses to develop an integrated, responsive, and robust workforce system that meets the needs of both businesses and job seekers. The WDB is located on 500 Chadbourne Road Suite A in Fairfield, California.

### **Our Mission**

To provide job placement and job training services to improve the quality, competitiveness, and productivity of the workforce.



### **Position Summary**

Under the direction of the Job Seeker Services Senior Manager, performs a variety of mid-level professional and technical assignments required of the job seeker services unit of the Workforce Development Board (WDB) of Solano County. Examples of duties include but are not limited to client/applicant interviews, career and vocational counseling, employment plan completion, referrals to various programs and agencies, supportive service determination, completion, and transmission of necessary paperwork, conducting workshops, follow-up/retention services, job placement and job retention strategies, training and advancement opportunities, as well as maintaining an average case load of (65) active clients. Please see full job description for more details.

### **Compensation**

The pay range for this position is **\$28.54 - \$35.64 per hour**. The starting pay rate will be determined based on the experience and qualifications the applicant brings to the position.

### **Minimum Qualifications**

A combination of education and experience which provides the required knowledge and abilities. A minimum of a Bachelors Degree in Counseling, Sociology, Psychology, Human Services, Public Administration, Business Administration or related field is **preferred**, with a minimum of two years full-time paid experience in the field of education, training, and/or employment programs. Candidate will be fully bilingual in English and Spanish.

### **The Ideal Candidate**

The ideal candidate will have experience working with diverse populations, writing quality case notes, and have a desire to help people achieve their employment goals. The ideal candidate has the ability to balance quality customer services and detailed documentation.



## Benefits Package

*The WDB provides a wide range of excellent benefits including the following:*

**Retirement:** Employees are eligible to start contributing immediately towards their retirement. The WDB provides a salary match of 3% after the employee has worked for 1 year and 1,000 hours.

**Medical Insurance:** The WDB pays 100% of employee premium costs at the Kaiser Permanent Gold level plan. The WDB also offers coverage under Sutter Health and Western Health Advantage. The WDB pays 25% of medical insurance premiums for employee's eligible dependents.

**Dental Insurance:** The WDB pays 100% of employee premium costs and 50% of any eligible dependent premium costs.

**Vision Insurance:** The WDB pays 100% of employee premium costs.

**Life Insurance:** The WDB pays premium costs for \$15,000 life insurance policy for employees. The WDB also offers employee-paid buy-up options and additional plans.

**Flexible Spending Account:** The WDB provides Flexible Spending Accounts for Health Savings Accounts and Dependent Care.

**Holidays:** The WDB currently provides 12 paid holidays a year.

**Paid Time Off:** The WDB provides vacation accruals starting at 3.08 hours per pay period for newly hired employees that starts accruing at time of hire and can be utilized after the completion of the probationary period. The WDB provides sick time at an accrual rate of 3.69 hours per pay period and can be utilized as it accrues. The WDB also provides 32 hours of floating holiday time to employees at the start of each fiscal year.



### **How to Apply:**

Go to our Website: [www.solanoemployment.org](http://www.solanoemployment.org) and click on  
“Careers”

*Or*

Email your resume and cover letter to our Human Resources  
department: [hr@solanowdb.org](mailto:hr@solanowdb.org)

### **Questions:**

Please contact our Human Resources department with any  
questions and assistance with your application:  
[hr@solanowdb.org](mailto:hr@solanowdb.org) or (707)863-3548