

### EMPLOYMENT AND ECONOMIC DEVELOPMENT TECHNICIAN 3

#### KIND OF WORK

Technical Employment and Training Program work.

#### NATURE AND PURPOSE

Under general supervision, registers and places job training participants in State and Federal Job Training programs. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Recommends program eligibility for Federal and State job training programs such as JTPA and STRIDE to ensure that applicants attain optimum employment. This is accomplished by: interviewing applicants to obtain work history, financial data, skills and training history, and other relevant program information and comparing data gathered in the interview with program eligibility criteria.

Instructs program participants on job search strategies to ensure that individuals are adequately prepared for employment. This is accomplished by: teaching participants how to write resumes, fill out job applications, present themselves in a job interview, and how to find job leads.

Refers program participants to other social and financial services so that related employment needs can be met. This is accomplished by arranging for counseling, testing and training services, and related employment and training services.

Receives job orders from employers so that the employment needs of both employers and program participants are satisfied. This is accomplished by: obtaining data on job duties; recording specific nondiscriminatory hiring requirements set by the employer such as education/training, work experience, age, licenses and physical requirements; obtaining employment contract such as duration, pay scale, method of payment, and hours of work; and assigning occupational code.

Refers participants to job interviews so that job placement opportunities for program participants and employers needs for qualified applicants are optimized. This is accomplished by: searching applicant file; determining best match after comparing job order summary and applicant qualifications; sending a specified number of job applicants for interviews according to referral instructions; and contacting employer to determine results of referral; or informing them of lack of qualified applicants and discussing possible modifications of the job order or more extensive recruiting.

Authorizes payment of all bills charged to the training programs so that funds are appropriated according to program guidelines. This is accomplished by: determining the appropriateness of services and writing checks to program eligible clients and other Job Service clients; establishing vendor numbers for client services; and processing checks through Financial Services.

Conducts follow-up and validates services for specific programs to ensure compliance with Federal regulations. This is accomplished by: contacting employers, program participants, and participating agencies and comparing performance with program rules, regulations, and policies; validating information with other reliable sources; and preparing reports in compliance with program requirements and data privacy laws.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Employment programs such as Targeted Job Tax Credit (TJTC), JTPA, STRIDE and other employment and training programs to assist economically disadvantaged individuals sufficient to recommend eligibility for program participation.

Current labor market trends sufficient to place program participants into realistic training situations.

Laws and regulations relating to employment such as Minimum Wage and Hours Laws, Data Privacy laws, Equal Employment Act, Age Discrimination, Child Labor Laws, Minnesota discrimination and Affirmation Action laws sufficient to administer the programs within the boundaries of relevant statutes.

Public and private social and community service programs and agencies within the service area sufficient to provide program and referral information to clients and to make appropriate referrals.

Occupations, employment practices, and local labor market conditions sufficient to provide realistic job referrals to employers.

Interviewing techniques sufficient to obtain and evaluate information from applicants and employers about work and training opportunities.

#### Ability to:

Assimilate program participants' training and employment experience and relate to current or future employment opportunities.

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Class Specification

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Resolve difficult problems between applicants and employers and/or representatives from other agencies.

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Ckd: 11/91, 1/95, 7/03

T.C.: 8/70, 7/71, 2/74, 8/83, 4/86, 1/95, 7/03

Former Title(s): Senior Interviewer Aide

Manpower Services Tech. 2

Manpower Services Tech. Sr.

Employment Services Tech., Sr.

Economic Security Tech. 3

Jobs and Training Tech. 3

Economic Security Technician 3