

CSC Adopted: June 2014

Class Title: Self-Sufficiency Specialist I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Under supervision, assists in the coordination of resource management and skills training by completing assessments and interviews and presenting plan of action for review. Offers information regarding workforce development programs and services.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Administers resource management by providing resource updates, generating job updates, providing enrollment and attendance information, and resolving enrollment/attendance issues.
2	L	Assists in making presentations to community and state organizations, maintains knowledge of various programs and activities, policies and regulations, and client responsibility for participation programs and services; serves on agency work groups as requested.
3	S	Interviews clients to identify barriers such as education, transportation needs, family and/or medical history. Liaises with agencies to ensure correct determination and authorization of benefits, programs, or services, and provides client with assistance in transitioning from public assistance into self-sufficiency.
4	S	Completes training programs, and fulfills certification requirements as outlined by supervisor or department head.
5	L	Performs related duties as needed by attending staff meetings, providing reports, serving as back up to other personnel, and promoting work relationships.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires education or training beyond high school graduation or equivalency which provides the necessary knowledge, skills and abilities. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One year of experience in a paraprofessional, clerical, or similar capacity including substantial public contact, interviewing, information gathering, and the analysis of data or any equivalent combination of training and experience.
Certifications and Other Requirements	Valid Driver’s License may be required depending on assignment.
Reading	Work requires the ability to read contracts, proposals, policies and regulations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, notices, contracts, proposals, articles, letters and grants.
Managerial	Managerial responsibilities include planning monthly intake schedules, prioritizing work to meet deadlines and training new workers.
Budget Responsibility	N/A
Supervisory / Organizational Control	N/A
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Making presentations
Sitting	F	Desk work, driving
Walking	F	To various sites and other departments
Lifting	O	Materials and supplies
Carrying	O	Materials and supplies
Pushing/Pulling	O	File drawers, carts
Reaching	O	For supplies and files
Handling	F	Paperwork, files
Fine Dexterity	F	Computer keyboard, writing
Kneeling	O	Retrieving items from lower shelves
Crouching	O	Retrieving items from lower shelves
Crawling	N	
Bending	O	Retrieving files in lower drawers
Twisting	O	From computer to telephone
Climbing	F	Stairs
Balancing	N	
Vision	C	Reading, computer monitor, driving
Hearing	C	Communicating with personnel and on telephone
Talking	C	Communicating with personnel and on telephone, making presentations
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Fax machine, copier, calculator, VCR, telephone, overhead projector, typewriter, vehicle, computer, printer, Microsoft Word, state information system, Windows 95, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)