

CSC Adopted: October 2001, CSC Revised: June 2014

**Class Title: Self-Sufficiency Specialist II**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Under limited supervision, administers and coordinates resource management and skills training. Promotes public relations and provides policy update information. Communicates information services through public presentations and interviews with the media. Offers information regarding welfare reform programs.

**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, assisting staff in resolving enrollment/attendance issues, managing contracts, and serving on several boards.
2	L	Promotes public relations by making presentations to community and state organizations, developing various programs and activities, and serving on agency work groups, making presentations, speaking at public forums, and participating in interviews with the media.
3	S	Clarifies regulations by interpreting policies, explaining rules and responsibilities for welfare reform programs, and providing coaching skills to help customers make a smooth transition off welfare.
4	S	Coordinates skills training by providing in-house skills, training staff in various programs, and coordinating non-agency training for program staff.
5	L	Assists with Requests for Proposals (RFPs) by developing, writing, evaluating, and negotiating terms of said proposals.
6	L	Performs related duties as needed by attending staff meetings, providing reports, serving as back up to other personnel, and promoting work relationships.

**CSC Adopted: October 2001, CSC Revised: June 2014**

**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
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	Two years of experience in eligibility work or related area.
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 schedules, prioritizing work to meet deadlines and training new employees.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
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.

CSC Adopted: October 2001, CSC Revised: June 2014

**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.
--	--	--	--	----------------------------

*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	

**CSC Adopted: October 2001, CSC Revised: June 2014**

**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
-----------	-------------------------------	--------------------------------	----------------	-----------

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:**

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.
--	--	--	--	----------------------------

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)