

CSC Adopted: June 2014

Class Title: Self-Sufficiency Specialist, Senior

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs responsible lead work relevant to the administration and coordination of resource management and skills training in conjunction with supervisor by providing instruction and training to staff. Promotes public relations and provides policy update information. Communicates information services through public presentations and interviews with the media. Offers information regarding public assistance programs and seeks assistance from supervisor in unusual circumstances.

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	Coordinates the administration of resource management by developing and reviewing resource updates, job updates, and enrollment and attendance information. Assists staff in resolving enrollment/attendance issues, managing contracts, and serves on boards as requested.
2 L	Reviews and facilitates presentations to community and state organizations, develops various programs and activities, and serves on agency work groups. Speaks at public forums, and participates in interviews with the media in absence of supervisor.
3 S	Provides assistance in interpreting policies for staff, explaining rules and responsibilities for workforce development programs, and providing coaching skills to help customers make a smooth transition into self-sufficiency.
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	Serves as lead worker and assists supervisor by conducting program training for staff, reviewing case files and providing back-up supervision of staff, supports supervisor by performing tasks such as ensuring staff coverage, and workload balance. May provide consultation on complex issues and may also work on complex assignments which require dealing with information that is sensitive and confidential.

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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	Four years of experience in eligibility work or related field.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read applications, manuals, verifications, case record documents, pamphlets, and agency correspondence.
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 organizing daily work, planning forums and staff meetings and developing programs.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
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)