

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Student Assistant/4870	<i>YEOP Specialist</i>
NAME OF INCUMBENT:	POSITION NUMBER:
Vacant	280-146-4870-946
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
ARU 048/EI Centro/U2	Dania Luna
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Southern Workforce Service Division	Employment Program Manager II/9197
BRANCH:	REVISION DATE:
Workforce Services	4/7/2021
<b>Duties Based on:</b> <input type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input checked="" type="checkbox"/> INT <input checked="" type="checkbox"/> Temporary – 1500 hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency ( <i>specify below in Description</i> ) <input checked="" type="checkbox"/> Travel May be Required <input checked="" type="checkbox"/> Other ( <i>specify below in Description</i> )	
<b>Description of Position Requirements:</b> (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Occasional overnight travel for meetings, trainings, and coverage to other Cluster locations may be required. For continuance of appointment, Student Assistants must be younger than age 25, and enrolled and registered in an accredited college or university carrying a minimum of six semester or eight quarter units and be willing to assist youth.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>Summary Statement:</b> (Briefly describe the position's organizational setting and major functions)	
Under the close supervision of an Employment Program Manager II, and after on-the-job training, Student Assistants will provide services to youth designated as at-risk. Student Assistants will: case manage clients through peer advising, refer clients to training, education providers, and supportive services, provide educational guidance and career awareness, provide employment preparation assistance and job referrals, conduct YEOP workshops and outreach, present YEOP services to the local community, schools, community based organizations (CBO), partner and employer groups to recruit clients, promote the program, and solicit support. The Student Assistant will ensure that all clients are registered in CalJOBSSM and that program services provided are recorded in CalJOBSSM. Will maintain client case folders by adhering to guidelines in the YEOP manual. Occasional travel to other locations may be required.	
Travel is required for this position.	
<b>Percentage of Duties</b>	<b>Essential Functions</b>



**5. SUPERVISION EXERCISED:**

(List total per each classification of staff)

None

**6. SIGNATURES****Employee's Statement:***I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*

Employee's Name:

Employee's Signature:

Date:

**Supervisor's Statement:***I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.*

Supervisor's Name:

Supervisor's Signature:

Date:

**7. HRSD USE ONLY****Personnel Management Group (PMG) Approval** Duties meet class specification and allocation guidelines.

PMG Analyst Initials

Date Approved

 Exceptional allocation, STD-625 on file.

HV

4/7/2021

**Reasonable Accommodation Unit use ONLY** (completed after appointment, if needed)*If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file