

 \boxtimes Proposed

POSITION STATEMENT

1. POSITION INFORMATION		
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:	
Student Assistant/4870	YEOP Specialist	
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	
Duties Based on: FT PT– Fraction	_ ⊠ INT ⊠ Temporary – 1500 hours	
2. REQUIREMENTS OF POSITION		
Check all that apply:		
□ Conflict of Interest Filing (Form 700) Required	Call Center/Counter Environment	
☑ May be Required to Work in Multiple Locations	Requires Fingerprinting & Background Check	
Requires DMV Pull Notice	□ Bilingual Fluency (specify below in Description)	
⊠ Travel May be Required	\boxtimes Other (specify below in Description)	
Description of Position Requirements:		
(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		
Summary Statement: (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.

Percentage Essential Functions of Duties

Student Assistant/4870

20%	Establishes a caseload of eligible youth clients. Caseload size must be between 15-20 clients. Caseload should not exceed 20 at any one time. The caseload goal is 36 enrollees per year with a successful closure rate of 15 or 42 percent. Caseload files must have required eligibility documentation, YEOP mentor approval, planned course of action, and follow-up contact activity.		
20%	Assesses education and employment needs of caseload clients. Works with the client to develop a planned course of action to help the client set goals and take systematic steps to reach those goals.		
10%	Conducts outreach and makes presentations before peer groups in schools, partner and employer groups, and/or CBOs to recruit clients, promote the YEOP, and solicit support. Encourages registration of at-risk youth in the Youth Employment Opportunity Program through cooperation with school counselors and/or work experience coordinators, CBOs, and EDD field office contacts.		
10%	Refers caseload clients to training opportunities, educational providers, supportive service providers, and suitable jobs, Regional Occupational Centers and Programs (ROCP/ROP), and Workforce Innovation and Opportunity Act (WIOA) service providers, as appropriate.		
10%	Assists caseload clients as necessary to register in CalJOBSSM and to use the EDD Labor Market Information Division website for career exploration. Demonstrates to clients how to access and enter data into CalJOBSSM. Reviews monthly YEOP reports to monitor caseload.		
10%	Contacts clients at least twice a month to monitor progress, follow-up on referral activity, and offer peer advising for encouragement and support. Records services provided to the client and information received from client in CalJOBSSM and the client's case management folder.		
10%	Frequently conducts a variety of YEOP workshops on topics including resume writing and interviewing skills to prepare youth to enter higher education and the workforce.		
5%	Conducts computer searches on open job orders and/or contact employers to solicit appropriate openings for caseload clients. Records all employer contacts in CalJOBSSM.		
Percentage of Duties	Marginal Functions		
5%	Performs other duties as assigned.		
4. WORK ENVIRONMENT (Choose all that apply)			
Standing: Occasionally - activity occurs < 33%		Sitting: Frequently - activity occurs 33% to 66%	
Walking: Occasionally - activity occurs < 33%		Temperature:Temperature Controlled Office Environment	
Lighting: Artificial Lighting		Pushing/Pulling: Occasionally - activity occurs < 33%	
Lifting: Occasionally - activity occurs < 33%		Bending/Stooping: Occasionally - activity occurs < 33%	
Other: Click here to enter text.			
Type of Environment:			
□ High Rise ⊠ Cubicle □ Warehouse □ Outdoors □ Other:			
Interaction with Customers: □ Required to work in the lobby □ Required to work at a public counter ☑ Required to assist customers on the phone ☑ Required to assist customers in person ☑ Other: ☑			

Civil Service Classification

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 HV 4/7/2021 □ Exceptional allocation, STD-625 on file. 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

Position Number