

AGRICULTURAL LABOR RELATIONS BOARD
DUTY STATEMENT – Training and Community Engagement Specialist
GENERAL COUNSEL PROGRAM

PART A	
Position No: 013-280-5393-900 (Bilingual) Limited Term	Date:
Class: Associate Governmental Program Analyst	Name: Vacant
<p>Under direction of the Outreach Program Manager, the Training and Community Engagement Specialist (TCES) will help implement a new farm worker outreach and referral program funded to assist the ALRB and the Department of Industrial Relations to provide more effective information and services to agricultural workers. The TCES will work closely with staff from both the ALRB and other state departments to help develop better outreach and referral models. This includes development of social-media friendly content, effective messaging, and other methods to provide needed information and assistance to agricultural workers throughout the state. The TCES will also help develop training content and conduct training for staff at the ALRB, Department of Industrial Relations, other state departments and non-profit organizations for the purpose of facilitating assistance and referrals for farmworkers. The TCES will also develop and foster working relationships with local farm worker organizations to assist the ALRB, the Labor Workforce Development Agency (LWDA) and the departments it oversees in improving the quality of outreach materials, messaging, education, and training for farm workers on their labor rights.</p> <p>YOU ARE A VALUED MEMBER OF THE GENEAL COUNSEL’S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE ALRB TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE ALRB’S MISSION</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	Conduct Outreach and help develop content – Help develop effective outreach methods and conduct outreach to farm workers mostly in Spanish and in the larger community to increase awareness about farm workers’ rights, the ALRB and other governmental services under the Labor and Workforce Development agency.
25%	Develop and provide trainings – Prepare and provide trainings in Spanish and English on farm worker rights and claims and complaint procedures for handling allegations of labor violations for agricultural workers. The TCES will provide trainings to staff at the ALRB, the Department of Industrial Relations and other governmental entities, as well as farm workers, employers, and non-profit organizations.

20%	Coordinate with local and state entities and organizations- Collaborate regularly with other governmental entities and local organizations to coordinate outreach, identify pertinent issues for farm worker education, and to improve outreach and referral strategies.
20%	Direct assistance to workers- Provide information and assistance to farm workers primarily in Spanish with referrals and claim filings with state and local governmental services such as the Labor Commissioner, Cal OSHA, and others.
5%	Staff trainings, meetings, and other duties as assigned.

Supervision Received:

This position receives direct supervision from the Outreach Program Manager and general supervision from the Regional Director and the General Counsel, including delegation of assignments, feedback, and supervision and enhancement of outreach and training skills.

Supervision Exercised:

None

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PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
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Class: Associate Governmental Program Analyst			Name: Vacant		
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing related documents; preparing forms; proofreading documents.					X
HEARING: Answering telephone inquiries and providing verbal information.					X
SPEAKING: Answering inquiries over the telephone and providing verbal information; public speaking at Committee sponsored and other workshops.					X
WALKING: Distributing information and work to be reviewed to supervisory staff; copying				X	
SITTING: Sitting at desk answering telephone inquiries or making telephone calls for clarification of issues.					X
STANDING: When providing public presentations.					X
BALANCING:		X			
CONCENTRATING: Analysis to determine eligibility and feasibility under federal and state regulations; determining appropriate response to written correspondence; determining needs of callers and providing information; preparing staff reports and federal & state documents.				X	
COMPREHENSION: Understanding procedures and policies governing the ALRB; understanding the inquiries from callers.					X
WORKING INDEPENDENTLY: Must be able to work alone without much guidance or interaction from other staff at times.				X	
LIFTING UP TO 10 LBS OCCASSIONALLY: Carrying papers, files from file room to office.			X		
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:		X			
LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:		X			
FINGERING: Pushing buttons on the computer, calculator, and telephone.					X
REACHING: Answering telephone.				X	
CARRYING:			X		
CLIMBING:		X			
BENDING AT WAIST:		X			
KNEELING:		X			
PUSHING OR PULLING:		X			
HANDLING: Using computer.				X	
DRIVING:				X	
OPERATING EQUIPMENT: Computer, telephone, xerox machine; fax.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS:				X	
WORKING IN CONFINED SPACE: Enclosed office environment.				X	

NAME: Vacant

POSITION NUMBER: 013-280-5393-900

PART B

PROSPECTIVE EMPLOYEE RESPONSE

Do you have any physical or mental condition or limitation that will prevent you from performing the essential functions of the position as described above?

- No. I have no physical or mental condition or impairment that would prevent or otherwise impair me from performing the essential functions of the job, as set forth in the job description above.
- No. I do have a physical or mental condition or limitation that will require reasonable accommodation in order for me to be able to perform one or more of the essential functions of the job, as set forth in the job description above.
- Yes. I have a mental or physical condition or limitation that will prevent me from performing one or more of the essential functions of the job, as set forth in the above job description even with reasonable accommodation.
- I am not sure if I have any physical or mental condition or impairment that might prevent or otherwise impair me from performing one or more of the essential functions of the job, as set forth in the above job description.

Note: If you have checked this box, please indicate in the space below the following information:

- (1) the essential function in question, and
- (2) the specific functional limitations you have that you believe may prevent or otherwise impair you from performing that essential function.

You may attach additional pages if necessary. A Personnel Office representative will contact you in order to discuss the matter with you in greater detail. If during this conversation it is determined that a reasonable accommodation may be necessary in order for you to perform the essential function(s) of the job, the representative will discuss that option with you.

CERTIFICATION: I certify that I have provided true and complete information concerning my ability to perform the essential functions as it pertains to above job description. (Any misrepresentation or material omission may be cause for dismissal.)

Applicant's Signature

Date Signed