

State of California
CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Career Pathways & Transition Coordinator	REPORTING UNIT NUMBER 834	
DIVISION/BRANCH OR CENTER Norwalk District/ Region 3	LOCATION Norwalk	
CLASS TITLE Analyst 2	POSITION # 533-834-5393-XXX	EFFECTIVE DATE

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
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Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under the direction of the District Director, and the guidelines of the Corpsmember Development Unit, the Career Pathways & Transition Coordinator will help start a new three-year pilot program to prepare and place young adult members of the CCC in post-Corps employment, training or educational opportunities as outlined in Public Resources Code Section 14420—14424.

Working closely with other CCC staff, the Transition Coordinator will develop and implement programs as outlined below and participate in statewide program development to ensure consistency of implementation across CCC locations. Some out of town and overnight travel is required for program delivery and training. The range of duties include, but are not limited to, the following:

Relative time required 40%	<u>Direct Service and Case Management</u> • Provide individualized support for young adult Corpsmembers from diverse backgrounds to successfully transition to employment, training and/or education following their CCC; Interact with 100-200 Corpsmembers to assess their educational interests and career-readiness in anticipation of transition from the CCC. Actively manage the development and implementation of personalized action plans for the transition to post-corps employment, education or training. • Work with Corpsmembers to better understand career and educational opportunities, apply their CCC experience to subsequent careers and educations, and maintain their motivation to achieve future goals. • Utilize individual and group instruction, coaching, engagement of other staff and referral to outside resources and partners to support Corpsmember success and transition. • Broaden Corpsmembers' awareness of career pathways based on interest, skills and experience. Organize speakers and off-site field trips (college tours, agency, company/business tours, career/job fairs, etc.) • Provide individualized support for resume writing, applications, and job interviews. • Create detailed written Corpsmember case records for proper tracking, and develop detailed written compliance reports based on the analysis of case records for the headquarters Corpsmember Development unit and Executive to submit to the Legislature.
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20%	<u>Corps-to-Career Pathways Program Development and Implementation</u> • Conduct an assessment of existing programs, partners and pathways as basis for planning and to avoid duplication of effort. Research, analyze and recommend best practices for transition and placement in employment, training or education. • Conduct research of existing programs and resources. Develop and implement career development and placement strategies and other activities for Corpsmembers. • Define and catalog career pathways to private and public sector employment related to CCC experience, including pathways in the energy, fire, natural resources and culinary arts. Identify potential training to link CCC experience to higher paid employment. Update materials and reports to CCC's Executive Team as needed. • Participate in a statewide learning network of Transition and Career Pathway Coordinators to develop program objectives, key results to be measured and evaluated. Modify program based on analysis to improve outcomes. Coordinate with staff to ensure transition services are integrated with district level program activity and reflect the current-day needs of Corpsmembers. • Attend district and statewide staff meetings and training sessions and participate in various administrative and organizational tasks as required and appropriate
20%	<u>Data Collection, Tracking, Analysis and Reporting</u> • Track all assigned Corpsmembers for 12 months following their separation. Consistently and accurately collect and analyze data regarding the post-corps status of Corpsmembers as required for the Career Pathways and Transition program and defined in the Public Resources Code 14420-14424. • Collaborate with other staff, such as analysts in other regions and CMD analyst headquarters staff, to develop and implement statewide transition and career pathways program with defined objectives, activities and key measurable results. • Produce internal and external reports to describe and summarize program implementation and Corpsmember transition outcomes. • Coordinate local participation in internal and third-party program evaluation. • Conduct analysis of attrition, length of stay, and program participation for purposes of program improvement. • Collect and analyze any additional data relevant to the program and report on additional program outcomes.
15%	<u>Partnership Development</u> • Develop and foster partnerships, such as those with local government agencies, community-based organizations, education and training providers, local corps, organized labor, employers, sponsors, foundations, and other resources to support the Corps Pathways and other transition programs. Support the positive transition of Corpsmembers in a job, training or education. • Develop and maintain network of relationships with employers to develop employment opportunities for Corpsmembers. • In coordination with CCC's community college initiative, increase Corpsmember awareness of, and readiness for, community college career technical and/or academic programs. • Identify and develop relationships with training institutions and social service agencies to support participation and transition.
5%	<u>Promote Diversity, Equity, and Inclusion</u> • Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.

Employee Signature _____

Date: _____

Supervisor Signature _____

Date: _____