Employment Development Department
State of California

☒ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Student Assistant	*YEOP Specialist*
NAME OF INCUMBENT:	POSITION NUMBER:
	280-134-4870-946
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Eureka Office / Redwood Empire / ARU 134	Ashley Nieman
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Northern Workforce Services Division	Employment Program Manager I
BRANCH:	REVISION DATE:
Workforce Services Branch	3/21/2023

Duties Based on: ☐ FT ☐ PT– Fraction _____ ☒ INT ☒ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☒ May be Required to Work in Multiple Locations
☒ Requires DMV Pull Notice
☒ Travel May be Required
☒ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☒ 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 to other Cluster locations or trainings may be required. Student Assistants must be younger than age 25, and enrolled and registered in an accredited college or university 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 I and after on-the-job training, Student Assistants will provide services to youth designated as at-risk. Student Assistants will be receiving direct guidance and coaching from an Employment Program Representative Range B or above as the YEOP mentor. The Student Assistant: case manages clients through peer advising, refers clients to training, education providers, and supportive services, provides educational guidance and career awareness, provides employment preparation assistance and job referrals, conducts YEOP workshops and outreach, presents YEOP services to the local community, schools, community based organizations (CBO), partners and employer groups to recruit clients, promotes the program, and solicit support. The Student Assistant will ensure that all clients are registered in CalJOBS^{SM} and that program services provided are recorded in CalJOBS^{SM}. Maintains client case folders by adhering to guidelines in the YEOP manual.

Percentage of Duties	Essential Functions

20%	Establishes a caseload of eligible youth clients, in which a caseload size must be between 15-20 clients and 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. Ensures that caseload files 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 make 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 CalJOBS^{SM} and to use the EDD Labor Market Information Division website for career exploration. Demonstrates to clients how to access and enter data into CalJOBS^{SM}. Reviews monthly YEOP reports to monitor caseload.
10%	Contacts clients at least twice a month to monitor progress, follows-up on referral activity, and offers peer advising for encouragement and support. Records services provided to the clients and information received from clients in CalJOBS^{SM} and the clients' 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 CalJOBS^{SM}.

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:	

Civil Service Classification	**Position Number**
Student Assistant	280-134-4870-946

☐ High Rise ☒ Cubicle ☐ Warehouse ☒ Outdoors ☐ Other**:** Outreach to youth at schools, colleges or community based organizations.

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:

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

Classification and Pay Unit (CPU) Approval

	CPU Analyst Initials	Date Approved
☒ Duties meet class specification and allocation guidelines.	HV	3/21/2023
☐ 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