OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE: Employment Services Specialist 1

CODE: 64231C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION:

Under general supervision from section supervisor, acts as advisor to participants in Work Incentive Program;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	25-45	Conducts preliminary interviews; codes, classifies & updates applications; fills out applicants' employability plans; interprets WIN program to applicants; identifies potential problems that would affect participation; refers applicants to WIN counselor; participates in team conferences to discuss applicants' employability plans; maintains channels of communication between WIN team & enrollee; discusses with individuals problems during enrollment.	Knowledge of (1) interviewing*, (2) office practices & procedures*; ability to (3) complete application forms, (4) handle sensitive telephone & face to face inquiri & contacts with public.
2	12-32	Assists in selecting & refering applicants to WIN; schedules appointments for appraisal interview for possible enrollment; follows up on individuals who do not keep appointments (contacts made by phone, mail or home visit); transports participants to & from office to attend WIN activities.	Knowledge of 2*; ability to 4, (5) apply principles to solve practical, everyday problems, (6) select eligible applicants for admission into programs*.
3 (72)	19-39	Selects & refers qualified WIN participants to employers for possible employment; conducts follow-up on referrals to determine employer satisfaction; makes inquiries about additional employment services employer might need; accompanies participant on job interviews; assists participant in selection & purchasing necessary work clothing.	Knowledge of 2*, (7) public relations*; ability to 4, 5, (8) select qualified applicant according to employers' specifications*.
4 (251-7-17)	5-25	Maintains files on WIN participants; completes necessary forms concerning enrollees; completes pay cards & payment questionnaires; reviews & makes corrections on application forms; writes reports as assigned.	Knowledge of 2*; ability to 3, (9) sort items into categories according to established methods.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

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