

PLACEMENT ASSISTANT

DEFINITION

Develops employment opportunities for secondary and post-secondary school students or adults and assists a supervisor in coordinating job placement activities.

TYPICAL DUTIES

- Confers with the public, District administration, and other personnel to obtain and impart a variety of information related to employment opportunities.
- Maintains contact and cooperative relations with employers, agencies, and community groups in order to develop employment opportunities and to publicize District placement programs and services.
- Notifies staff at appropriate schools of positions allocated, applicant qualification requirements, job duties, hours, and wages.
- Follows up on job requests by telephone to assure employer satisfaction.
- Answers inquiries from employers, staff, students, employees, and parents regarding social security, child labor laws, minimum wage laws, and related State and Federal regulations.
- Composes and reproduces correspondence and narrative and statistical reports and prepares them for mailing.
- Develops and refines methods and procedures to accomplish assignments.
- Plans and coordinates the maintenance of a variety of employment records and files.
- May contact employers in the private and public sector to obtain listings of part-time and full-time job openings for students.
- May allocate positions to schools on an equitable basis according to geographic locations of employment.
- May develop a calendar of seasonal hiring dates and special programs and alerts administrators to assure that students are available at peak hiring periods.
- May meet with governmental agencies to clarify training needs and goals to meet student employment objectives.
- May give work direction to and train temporary student employees to assist in contacting employers and developing job opportunities.
- May maintain office files.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Placement Assistant contacts employers to develop employment opportunities for students or employees of the District and assists a supervisor in coordinating placement activities.

SUPERVISION

General supervision is received from a higher-level supervisor. Work direction may be exercised over clerical and student employees. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Trends in local employment
- Public relations and marketing techniques
- Applicable District, City, State and Federal laws, rules, and regulations pertaining to child labor, Social Security, training, placement of the disabled, nondiscrimination, safety, and other employment matters
- Disability awareness in order to analyze accommodation requests during the placement process
- Personnel practices in the public and private sector and in a variety of occupational groups
- Office practices and procedures

Ability to:

- Communicate effectively, persuasively, and tactfully
- Relate well to employees, students, and members of all racial and ethnic groups
- Work independently under pressure of frequent work deadlines
- Determine basic skills required to perform specific jobs
- Train a small staff
- Prepare a variety of communications and statistical reports
- Use a personal computer accurately

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in personnel management, psychology, or business.

Experience:

Two years of clerical or technical experience in personnel recruitment, selection, or placement.

Special:

Some positions may require a valid California Driver License and use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

Revised
08/8/2016
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