

EMPLOYMENT TRAINING SPECIALIST III



Department:	Civil Service	Reports To:	Director of Civil Service
Division:	Administration	Location:	Administration Building
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Director of Civil Service	Date of Approval:	October 2002

Pay Grade Level: 6

JOB SUMMARY

Responsible for assisting the Civil Service Director in the planning and administration of the policies and procedures relating to all phases of the civil service employment program by performing the following duties personally or through support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Coordinates requests to fill position vacancies with departmental supervisors and facilitates the preparation and subsequent posting and advertising of vacancy announcements
- Assists departmental supervisors in the drafting of job descriptions for newly created positions, as well as amending existing job descriptions
- Assists in the development and administration of pre-employment testing and screening procedures
- Maintains official personnel records of all current and previous employees, including personnel transactions regarding promotions, transfers, changes in pay, resignations, disciplinary actions, suspensions, layoffs, terminations, and performance evaluations
- Assists in monitoring employee performance evaluations to ensure that evaluations are conducted in accordance with policy and notifies appropriate supervisor when delinquent in conducting evaluations; Answers employee questions regarding evaluations
- Compiles all EEO reports and other federal and state reports regarding personnel, as required by law
- Ensures that federal labor posting requirements are adhered to at all Lafourche Parish Government facilities, and acquires and distributes additional posters when required

- Plans and conducts employee orientation programs for both new hires and new programs affecting Parish personnel
- Assists the Director of Civil Service in the development and implementation of training programs regarding fair employment practices in the areas of ADA compliance, equal employment and fair labor provisions, affirmative action, conducting employee evaluations, employee grievances, sexual harassment, and disciplinary processes
- Performs recruitment activities for classified positions which include processing applications, developing and implementing job-related examinations, and establishing and maintaining eligibility lists/rosters
- Assists in the preparation of proposed amendments to the civil service rules and regulations to the Civil Service Board for consideration; implements changes as directed by the Civil Service Director
- Conducts daily activities of the Civil Service System which include employee certifications of eligibility for appointments to vacant positions; and assisting in the review and determination of requests for temporary appointments
- Receives and resolves complaints, concerns, and questions from employees, the general public, the elected officials, members of the Civil Service Board and representatives of the Department of Labor and associated labor organizations
- Analyzes and Organizes office operations and procedures such as preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services
- Maximizes office productivity through proficient use of appropriate software applications
- Researches and develops resources that create timely and efficient workflow

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

May supervise part-time, temporary, and permanent clerical staff in the performance of job duties. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Dependability - Follows instructions, responds to management direction; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and/or Experience. Bachelor's degree in Personnel Management or affiliated curriculum from four-year college or university; or three (3) to five (5) years related experience and/or training; or equivalent combination of education and experience in the technical and programmatic aspects of personnel administration.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills. To perform this job successfully, an individual should have knowledge of Database software; Design software; Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

Other Skills and Abilities. Must have basic knowledge of the methods, practices, and procedures in general office administration, which also includes basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; general knowledge of computer word processing software (Corel WordPerfect, Excel, Quattro Pro, and Lotus 123, preferred), business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.

OTHER QUALIFICATIONS

- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.