

Job Title: Workforce Development Specialist (Job Developer)

Grade: CS-11

Salary: \$64,603 - \$83,287

Requirements: Possession of a high school diploma/ GED 1 year of specialized experience equivalent to CS-11

Qualifications:

Job Description:

Collective Bargaining Unit (Union): This position is in the collective bargaining unit.

This position is located in the Division of State Initiatives, Department of Employment Services. Program activities focus on serving District residents that face significant barriers to long-term employment. The programs under the Division of State Initiatives include Project Empowerment, DC Career Connections, LEAP, the Senior Community Service Employment Program and Back to Work 50+. This Job Developer is required to perform duties related to the following:

- The incumbent conducts employer outreach to increase awareness and build network of employers receptive to training or employing participants of the Division of State Initiative programs. Researches and identifies suitable training providers.
- Completes documentation required for training referral through individual training accounts or contracts for special populations.
- Offers full range of services to area employers, including applicant prescreening, job vacancy listings, applicant referral, tax credit processing, and coordination of mass recruitment, and job fairs.
- The incumbent is required to conduct 100% follow-up of assigned employers and ensure that Job Orders are followed-up for the duration of the posting.
- Incumbent will provide employer with information regarding benefit, subsidy and other financial incentive programs. Incumbent will match employers with hiring needs with employers who are downsizing. Incumbent will ensure employers have access to labor market information and analysis.
- Incumbent will listen to employers' needs and offer services, options and solutions such as workshops, forums, screening services, interviewing facilities, and specialized recruitment.

In addition to the assigned employers, the incumbent will outreach to new employers and new job openings daily. There are numerous means of finding new job openings. All practices described below should become regular duties:

- Cold Calling: Calling businesses directly and asking to speak with the manager in the department of interest to begin to establish a working relationship and to subsequently provide applicant referral services.
- Letters/Emails of Introductions: Sending out letters of introduction and/or emails or marketing materials will help to ensure employers are aware of the services available and create an opportunity for incumbent to make a follow up call.
- Responding to Blind Advertisements: When the incumbent discovers a published job lead that does not include direct employer contact information (a Blind Advertisement), staff will respond to the advertisement with a letter/email of introduction or marketing materials. Ideally, the employer will then contact the incumbent for assistance with filling the position. Incumbent will never simply send participant resumes to a blind advertisement.