

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Workforce Development Officer III (2 Positions)	OPENING DATE: January 13, 2020
SALARY: \$17.86 per hour	APPLICATION DATE: Until Filled

(Present Parish employees are given **three (3) days priority** in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

DUTIES:

Under the general supervision of supervisor within various departments, divisions or programs, performs a wide range of tasks that may require the application of some independent judgment and program knowledge. Performs other work as required. Work involves providing support services for a Workforce Development Program.

EXAMPLES OF WORK

Provide skills development services to job seekers, applicants, and claimants such as job readiness skills, hygiene, personal appearance, vocation guidance, interviewing skills, and career selection. Refer to determine eligibility for special programs or benefits.

Recruits and refers jobseekers who meet specified qualifications of employer job vacancies. Collects and analyzes hiring data, identifies employment trends, and recommends system improvements. Meets and consults with staff to maintain up-to-date knowledge of labor market needs and employer feedback.

Provide advanced-level professional support for Workforce Development programs such as examining, inspecting, investigating, tracking of trends, and/or researching program activity for a Workforce Development statewide program. Compiles, edits, and produces reports and studies regarding Workforce Development programs.

MINIMUM QUALIFICATIONS

Training and Experience:

A baccalaureate degree plus two years professional level experience, business operations, public administration, or candidates without a baccalaureate degree may substitute five years full-time work professional level experience plus computer information specialists skills, along with other types of information technicians, require strong problem-solving capabilities, and good communication skills.

BENEFITS:

The Parish offers liberal benefits, including an excellent retirement system, vacations, sick leave and health and life insurance. Employee may advance to higher positions, based on his/her abilities and interests, and on the needs of the Parish.

HOW TO APPLY:

Applications must be submitted either online at www.oppj.org/hr or on the OFFICIAL FORM that is available from and may be returned to:

Ouachita Parish Police Jury, HR Department
Ouachita Parish Courthouse, 301 South Grand, Suite 201
Telephone: 318-327-1340

Equal Employment Opportunity Employer