

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Workforce Development Specialist 2 (2 Positions)	OPENING DATE: January 13, 2020
SALARY: \$16.51 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

Processes membership applications and determines jobseeker status. Determines and recommends appropriate Workforce Development program services. Updates and maintains member information in Workforce Development information systems.

Maintains contact with members to assess needs, recommend additional services, and assist members build needed skills. Collects and analyzes customer feedback and recommends improvements to higher-level personnel.

Provide entry-level professional support for Workforce Development programs such as examining, inspecting, investigating, tracking of trends, and/or researching program activity for a Workforce Development program. Advise supervisor of matters which might indicate program abuse.

Answer general questions regarding assigned programs to assist local offices, employers, and applicants. Assists with general technical problems and advises on program policies and procedures.

MINIMUM QUALIFICATIONS

Training and Experience:

A baccalaureate degree plus one-year professional level experience, business operations, public administration, or human resources, or candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree.

SUBSTITUTIONS: Eight years of full-time work experience in any field may be substituted for the required baccalaureate degree.

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