

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WORKFORCE PREPARATION ASSISTANT (COF)

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate activities involved with Workforce Preparation programs; provide staff assistance to the Office of Career Development and Workforce Preparation Programs; perform a variety of technical tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES:

Coordinate workforce preparation program, including schedules, equipment needs, and instructional support staff needs in all academic areas with internal support staff, college administrators, student services, instructional support services and facilities management.

E

Research, compile, analyze and summarize data for individual Workforce Preparation Programs with regards to student follow up. **E**

Coordinate information from a variety of internal and external sources regarding workforce preparation programs, including CalWORKS implementation, School to Career implementation and Tech Prep implementation activities. **E**

Maintain internal records of TANF participants in workforce preparation programs, as well as Department of Human Services mandated record keeping of participant participation. **E**

Compile, monitor, analyze and summarize budget data for workforce preparation programs, CalWORKS, TANF and TechPrep; approve and complete VTEA budget expenditures; compile, monitor, analyze and summarize VTEA budget data. **E**

Prepare a variety of comprehensive statistical and/or narrative reports related to assignment. **E**

Coordinate activities with other departments, offices, students, the public and outside agencies. **E**

Attend and participate in a variety of meetings and workshops as necessary; present workshops to departments on procedures relative to assigned area of responsibility. **E**

Provide or coordinate staff training; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures. **E**

Attend, take and type minutes of assigned meetings; disseminate minutes to participants. **E**

Representative Duties (continued)

Maintain calendars of program offerings, department or office activities, meetings and events; coordinate activities with other departments, offices, students, public and outside agencies. **E**

Compose and type a variety of letters, memoranda and related correspondence. **E**

Exercise functional and technical supervision over clerical staff and student assistants.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office procedures, methods and computer equipment.

Business letter writing, word processing, spreadsheets, and report preparation.

Principles and procedures of record keeping.

Elementary research and statistics.

Basic budgeting procedures and techniques.

English usage, spelling, grammar and punctuation.

ABILITY TO:

Learn the regulations and requirements related to the area of responsibility, specifically including, CalWORKS program requirements; requirements for attendance counting procedures for short term programs; articulation requirements for articulating with high school/ROP programs.

Maintain software appropriate to an assigned program.

Interpret and apply administrative and departmental policies and procedures.

Facilitate assignments and responsibilities with good judgment and flexibility following minimal preliminary direction.

Demonstrate independent decision making based on established criteria and under established supervision.

Maintain records and prepare reports.

Assist in the preparation and administration of a budget.

Operate a computer and related peripheral equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree and three years of increasingly responsible experience in providing support for and implementation of a project or program including coordination of activities and/or staff, preparation of reports, budget monitoring and group presentations of information, preferably in a community college setting.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>2</u> | g. | Ability to bend and twist. |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs. |
| <u>4</u> | j. | Ability to operate office equipment. |
| <u>3</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.