



**COUNTY OF SONOMA (CA)**  
**INVITES APPLICATIONS FOR THE POSITION OF:**

**Employment & Training Program Coordinator**

*An Equal Opportunity Employer*

**SALARY**

\$29.50 - \$35.87 Hourly    \$2,368.08 - \$2,879.42 Biweekly    \$5,130.84 - \$6,238.75 Monthly  
 \$61,570.04 - \$74,864.99 Annually

**OPENING DATE:** 06/11/18

**CLOSING DATE:** 06/28/18

**THE POSITION**



**Help Connect the Community to Job Link Business Services**

**Starting Salary up to \$35.87/hour\* (\$74,865/Year) plus an additional hourly cash allowance of \$3.45/Hour, up to 80 hours per pay period**

In addition to a generous starting salary and hourly cash allowance, this position offers an excellent benefits\* package, including:

- An annual Staff Development/Wellness Benefit allowance of \$500
- Eligibility for a 5% salary increase after 1040 hours (approximately 6 months when working full-time) for good work performance; eligibility for a 5% salary increase every year thereafter for good work performance, until reaching the top of the salary range
- 11 holidays per year; and generous vacation and sick leave accruals
- County paid premium contribution to several health plan options
- Defined retirement benefit plan fully integrated with Social Security
- County contribution to a Retiree Health Reimbursement Arrangement

\*Benefits described herein do not represent a contract and may be changed without notice.

**About the Position**

This Employment & Training (E&T) Program Coordinator position will be responsible for Job Link business services (including Rapid Response outreach), providing technical assistance, staff training, and program facilitation. This position will also liaise with the local business community, community based organizations, and program partners. Although provision of direct services is not the primary function of this position, the E&T Program Coordinator may carry a reduced and specialized caseload related to customized training. Incumbents may also assist managers in the development, modification, implementation, and evaluation of project or component policies, procedures, operation, and strategies.

Ideal candidates will have knowledge and/or experience in the following areas:

- Working with business owners and manager
- Government funded employment and training programs
- Coordinating or managing programs or projects
- Conducting presentations
- Leading and coaching staff

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination of course work, training, and/or work experience which clearly demonstrates possession of the knowledge and abilities listed. Normally, completion of 60 semester units or 90 quarter units at an accredited college including at least 18 semester or 24 quarter units in sociology, psychology, counseling, social work, or other related fields, and two years of experience as an Employment and Training Counselor II coupled with continued course work or training in the principles and techniques of leadership and training will provide an opportunity to acquire the knowledge and abilities listed. Experience coordinating or managing programs or projects is highly desirable.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of:** techniques and strategies of program organization and management; Federal, State and County employment and training programs, policies, rules, codes, and regulations; current economic conditions in the local community and regional area including current employment and labor practices and employment trends; public and private community agencies and resources available to meet client needs; socioeconomic problems, cultural difference, language and other barriers to employment associated with various ethnic or disadvantaged segments of the community; factors which support individual and family self-sufficiency, especially as related to employment and training; and the principles and techniques of leadership and training.

**Ability to:** coordinate significant employment and training program components; provide technical assistance, training, and liaison with staff at community based agencies and training providers; facilitate meetings; appropriately assume responsibility; reason logically and accurately; respond to problems regarding services and operations, identify solutions and take appropriate action; develop marketing and public relations materials and strategies; assist with developing, modifying, implementing and evaluating program policies, procedures, operations and strategies; communicate effectively, both orally and in writing, and to deal tactfully and effectively with clients, co-workers, community groups, private and public agency employees, and the general public; interview and counsel clients; interpret, explain and apply complex laws and regulations; write and maintain accurate reports and records; establish and maintain cooperative working relationships with fellow employees and the general public; and lead and direct the work of others.

**SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.

- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

**ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

**HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: JL  
HR Technician: KW

<http://www.yourpath2sonomacounty.org>  
OR  
575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EMPLOYMENT & TRAINING PROGRAM COORDINATOR  
JL

## Employment & Training Program Coordinator Supplemental Questionnaire

- \* 1. Please describe your two or more years' professional experience equivalent to a [Sonoma County Employment and Training Counselor II](#) (please click on the job class title to see the job specification on our website). Provide enough detail to allow for a thorough assessment of your qualifications.
- \* 2. Please provide an example of your experience coordinating or managing programs or projects, identifying:
  - The scope of the project/program
  - Who the internal and external collaborators were
  - Your role (including any leadership responsibility)
  - The challenges you faced
  - Your methods for addressing challenges
  - The results of your methods
- \* 3. Please provide an example of a presentation you developed and presented or a group meeting you facilitated with a group of employers and/or business people. Describe:
  - The topic
  - The audience
  - How you tailored the material
  - How you measured attendee engagement
- \* 4. Please describe your experience working in a lead or supervisory role. Provide details about the types of positions you led/supervised (administrative, clerical, professional, technical, etc.) and your specific responsibilities (coordinating work assignments, hiring, staff development, progressive discipline, etc.).
- \* 5. How did you first learn about this opportunity?
  - ☐ Association of Bay Area Governments (ABAG)
  - ☐ CalJobs
  - ☐ Careersingovernment.com
  - ☐ College or University
  - ☐ Craigslist North Bay
  - ☐ Craigslist Mendocino
  - ☐ Employee of Sonoma County
  - ☐ Facebook
  - ☐ GovernmentJobs.com
  - ☐ Hispanic Chamber of Commerce of Sonoma County
  - ☐ Indeed
  - ☐ La Voz
  - ☐ Latino Service Providers
  - ☐ Los Cien

- ☐ Minority Organization or Group
- ☐ Monster
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Other Internet Site
- ☐ Other Publication

\* Required Question