



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Workshop Facilitator

**Class Code: 1299
Work Days: 225**

GENERAL PURPOSE

Facilitate and conduct three-week workshops to parolee-participants in the Offender Employment Continuum (OEC) program; and provide responsible support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Conduct the three-week employment workshops utilizing the California Department of Corrections authorized curriculum.
 3. Recruit OEC participants by utilizing referrals and the offender-tracking list; market the program to potential OEC participants.
 4. Administer and score tests and/or any additional assessment tools to determine skill level of participants.
 5. Assist OEC parolee participants in the preparation of an Individual Education Career Service Plan (IECSP).
 6. Establish and maintain a variety of recordkeeping and tracking systems as well as control files for the proper collection, dissemination, and documentation of needed information and data; prepare certificates of completion for each OEC parolee participant.
 7. Prepare records and develop reports to document, evaluate, and make recommendations regarding program effectiveness; prepare statistical and mandated state reports as required.
 8. Communicate with clients, county, state, and federal government agencies and community-based organizations.
 9. Must demonstrate attendance sufficient to complete the duties of the position as required.
 10. Perform related duties similar to the above in scope and function as required
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QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Effective strategies related to working with adult inmates.
2. Basic techniques of instruction used in classroom settings.
3. Community based organizations, law enforcement agencies, other local, state, and federal agencies, and private organizations and businesses that could be involved with or supportive of the program.
4. Principles of management and organization.
5. Effective record-keeping practices and procedures.

Ability and Skill to:

1. Speak effectively before state, county, and government groups.
2. Work in a prison setting with incarcerated adults.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Establish and maintain effective working relationships with various constituencies.
5. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in criminal justice, psychology, business, or a related field and two years' experience conducting career workshops.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is moderately paced with variable pressure.

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