**Master Record Number: JC0085**

**Title/Pay Plan/Series/Grade: Vocational Development Specialist, GS-1715-09**

**FLSA Code: Non-Exempt**

**INTRODUCTION**

This position is located on a Forest Service Job Corps Civilian Conservation Center. The incumbent works with program directors for the Vocational Skills Training (VST), Vocational Work Based Learning (WBL) and Career Readiness programs and other related Center programs.

The incumbent assists students, peers, and subordinates in understanding the relevance of, and promotes the development of positive social skills among students through modeling appropriate behavior, positive intervention, and positively intervening and teaching appropriate employability skills for workplace success. Participates in the Center Behavioral Management System (BMS) and/or the Student Code of Conduct (SCC) program as necessary to insure proper workplace conduct, appearance and behavior. Sets a positive example as a role model to students by displaying appropriate etiquette, timeliness, and dress.

This position requires the selectee to obtain or possess a Commercial Driver’s License (CDL) with the appropriate Endorsement(s) as required by the mission. This position is a Test Designated Position (TDP) under the Forest Service/Department of Transportation (DOT) Alcohol and Controlled Substances Testing Program. All applicants selected for this position will be required to submit to a pre-employment urinalysis to screen for illegal drug use prior to appointment. Incumbents of this position will be required to submit to a urinalysis on an ongoing random basis, after appointment as directed.

**MAJOR DUTIES**

Incumbent in coordination with the Program Directors plans, organizes and directs the implementation of new enrollee recruitment and input program, student orientation, career preparation, and placement program. The programs are administered in accordance with the Department of Labor, Employment and Training Administration (DOL-ETA), Office of Job Corps policy and requirements handbook (PRH), and Center guidelines. Incumbent works with the DOL-ETA and other screening agencies to schedule new enrollees, and keeps screening agencies informed of trade waiting lists. Reviews all new enrollee folders prior to student arrival.

Administers and evaluates vocational competency tests; initiates new enrollee employability plan, interviews and counsels new students assisting them in determining their vocation interests and trade selection. Forwards test results, plans and other student records to counseling. Ensures that Training Achievement Records (TAR) and supplemental materials are current and meet DOL-ETA standards. Ensures that equipment and supplies used in training students are up-to-date and in good condition. Administers competency based testing programs for the students in the vocational trades. Reviews and discusses results of the tests with the students and instructors so as to identify strengths and areas of improvement for both the student and instruction provided. Follows and enforces the Behavior Management

System (BMS) and/or Student Code of Conduct (SCC) guidelines to ensure proper conduct of students while on and off center.

Counsels students about matters relevant to their vocational and academic performance and other related concerns to encourage and motivate them to succeed in the classroom and after graduation. May handle student disciplinary and/or behavioral problems. Emphasizes and instructs students regarding the importance of personal hygiene; professional appearance; job punctuality; and reliability. Communicates to students the importance of cooperation with fellow workers, acceptance of constructive criticism, following instructions, and respecting the value of company and personal property. Maintains a weekly Vocational Education Roster, utilizing maximum benefit scheduling to meet student needs, coordinates trade changes through the evaluation of student progress (ESP) system and develops trade waiting lists. Ensures rosters are distributed to all staff on a weekly basis. Responsible for monthly updates of WBL Linkage Report for students participating in distant WBL sites. Incumbent is responsible for verifying work site(s), monitoring compliance with Mutual Agreements of Understanding (MOU's) and ensuring student progress evaluations are completed.

Incumbent is responsible for monitoring and providing continued assessment of students' academic, career/employment skills goals; career transition readiness, and projected dates of completion of Career Technical Training (CTT). Makes recommendations for career transition readiness program and establishes contact with students' respective Career Transition (CT) contracted personnel. In coordination with the Business Community Liaison develops and implements an outreach program promoting Job Corps objectives, new student eligibility and student employability. Organizes and facilitates presentations to community and state organizations throughout assigned region for the purpose of educating the general public about Job Corps. Schedules Center tours for individuals and/or groups interested in learning about the Center. Assists the WPO in the implementation of a Vocational Advisory Committee.

Performs other duties as assigned.

**FACTOR STATEMENTS**

**Factor 1. Knowledge Required by the Position**

Knowledge of Department of Labor, Employment and Training Administration (DOL-ETA), Forest Service, and Job Corps regulations, guidelines and procedures.

Knowledge of the overall Job Corps orientation objectives, vocational/education methods and goals, and interviewing and counseling skills. Skill and ability to review and evaluate individual student’s abilities and aptitudes to assist them in establishing personal and career goals.

Ability to establish and maintain effective partnerships and mutual agreements of understanding with various business and community representatives having potentially similar interests in utilizing/supporting skills and services of students.

Skill in gathering, evaluating and interpreting complex data such as Job Corps performance outcomes (placement rate, wage, 6 month, 12 month follow up) and Labor Market Information (LMI).

Knowledge of the job market, technical requirements of various vocational trades, career

assessment, job development and labor market information.

Knowledge of applicable safety regulations, procedures and standards for students and staff.

Knowledge of and utilization of various Job Corps related databases and software in order to perform and process work assignments

**Factor 2. Supervisory Controls**

Supervisor establishes overall objectives for work performance providing general instructions on such matters as referral to precedent situations, suggested approaches for new situations, workload priorities, reporting intervals, changes in guidelines, and administrative requirements.

Employee performs work assignments independently.

Work is reviewed for conformance to regulations, policies, and direction of the Center as well as through reports, direct staff contact and accomplished results in compliance with program and policy requirements.

**Factor 3. Guidelines**

Guidelines include applicable Department of Labor, Employment and Training Administration (DOL-ETA), Forest Service regulations and directives, as well as local and national Job Corps regulations, program manuals, directives, and SOPs.

When gaps or no guidelines exist the employee must use sound judgment and resourcefulness to interpret, adapt and/or modify available guidelines.

**Factor 4. Complexity**

The incumbent carries out vocational training analyses in the vocational trades on Center.

The incumbent administers, evaluates and discusses competency based tests results with students and instructors in an effort to improve upon the students’ strengths and to develop recommendations for areas of weakness both in the students’ aptitude and in the instructional material(s).

The process is complicated by the differences in background, culture, language, educational deficiencies, disabilities, and diverse cognitive development and learning styles of the students.

**Factor 5. Scope and Effect**

The primary purpose of this position is to ensure initial and continued assessment of students’ vocational program placement, continued progress with career objectives/goals, and successful program completion.

Services provided have a significant impact on the students training and employment in a competitive job market, and overall success of the Job Corps Center.

**Factor 6.** **Personal Contacts**

Contacts are with students, staff on Center and other centers, local and state workforce departments and associations, local community groups, business associations and civic groups. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

**Factor 7.** **Purpose of Contacts**

Purpose of contacts is to arrange, schedule, and discuss vocational training and aptitude with and to counsel students; assists vocational instructors and students during the placement and follow-up phase of training. Public relations activities are to promote Job Corps events in the community and surrounding area. Contacts may include visits and guided tours for potential students, recruiters, employers and other organizations.

**Factor 8.** **Physical Demands**

Regularly conducts activities and assignments on and off Center. Travel is required (automobile, plane, bus, etc.) within the local and regional area.

**Factor 9.** **Work Environment**

The office area is adequately lighted, heated, and ventilated. Incumbent spends some time at various worksites off the Center and traveling. Normal safety precautions should be taken.

**Nature of Assignment GS- 09**

**Level of Responsibility GS- 09**

**Final Grade: GS- 09**

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| **References Used:**  OPM’s Position Classification Standard for Vocational Rehabilitation Series, GS-1715 TS-84 February 1970.  **Source Documents:**  Vocational Development Specialist, GS-1715-09, DOI/BOR PD#1C9102A, dated 06/22/04.  **Name of Classification Delegate**: **Karen Hilton**  **Date Classified: 01/30/14** |

Position Designation Record

Agency FS

Position Title Vocational Development Specialist

Series and Grade/Pay Band 1715-9

Position Description Number JC0085

Designator's Name & Title Christina Lucero, HR Specialist (Classification)

| **National Duties** | **Degree of Potential for Compromise or Damage** | |
| --- | --- | --- |
| Potential for Compromise or Damage | | |
| **Duties** | | **Degree of Potential for Compromise or Damage** |
| Other activities demanding a significant degree of public trust (Specify any other specific duties that are not otherwise covered): Supervising young people and working extensively with youth at a Job Corps Center | | * Duty presents the possibility for a substantial degree of harm or serious damage to the public’s trust |

| Adjustment for Program Designation and Level of Supervision | | |
| --- | --- | --- |
| **Adjustments** | **Label** | |
| **Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)** | Agency impact | |
| **Adjustment for level of supervision or other controls** | Periodic, ongoing review - ability to act independently a lot of the time | |
| | Total Points Designation | | | --- | --- | | **Label** | **Points** | | **Total Initial Position Designation Points from Step 2** | 50 | | **Adjusted Position Designation Points from Step 3** | 35 | | | | **Investigation** | **Form Required** | | --- | --- | | T2 and T2S | SF 85P | | |

| **Sensitivity** | **Risk Level** |
| --- | --- |
| Non-Sensitive | Moderate Risk |

Signature:/s/ Christina Lucero Date: 8/11/2016

Name: Christina Lucero