

CLASS TITLE: JUNIOR RESOURCE SPECIALIST

Class Code: 02709100

Pay Grade: 19A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To carry out, under supervision, technical, analytical, evaluative and liaison work for the planning, development and implementation of human resource programs; to assist agencies involved with serving the needs of minorities, low-income or other disadvantaged groups; under close supervision, to provide initial counseling and information to minorities, low income or disadvantaged individuals; under supervision, to carry out elements of programs serving the need of low income or disadvantaged individuals.

SUPERVISION RECEIVED: Works under the close supervision of a superior with some latitude for the exercise of independent judgement; work is monitored and reviewed in process and upon completion for accuracy and adherence to desired objectives.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform under direction, technical, analytical, evaluation and coordination work for the planning and development of human resource programs.

To provide assistance, under supervision, to local and statewide human resource agencies providing service to minorities, low-income or other disadvantaged groups.

To provide entrance counseling to low-income or disadvantaged individuals and special client groups.

To assist in the operation of programs such as job development, energy conservation, consumer awareness, food and nutrition, housing and special activities for vulnerable populations directed at helping deprived citizens achieve their full social and economic potential.

To assist in the analysis, evaluation and preparation of human resource programs for the purpose of determining priorities and needs.

To assist in the preparation of need assessments and grant requests relative to human resource programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the methods and techniques involved in the collection and organization of social and economic data used in the planning and development and operation of human resource programs; the ability to carry out, under direction, studies and surveys; the ability to analyze and evaluate data and make program planning recommendations; the ability to assist state, local and community organization officials as well as the general public; and related capacities and abilities necessary to carry out human resource programs.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; and

Experience: Such as may have been gained through: employment in a social service agency involved in human resources development.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 2, 1979

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