



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: COMMUNITY DEVELOPMENT SPECIALIST I-V

DEFINITION: Under direction, performs progressively more complex professional support or coordination for the delivery of grant-funded programs, activities, and services in the Workforce Development Bureau or the Family Self-Sufficiency Unit of the Housing Authority.

DISTINGUISHING CHARACTERISTICS:

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| Grade Level I | Performs entry-level professional work. |
| Grade Level II | Performs more difficult professional work; requires a minimum of one year of recent full-time professional experience offering specific and substantial preparation for the duties of the position. |
| Grade Level III | Performs the journey-level duties of the classification; requires a minimum of two years of recent full-time professional experience offering specific and substantial preparation for the duties of the position. |
| Grade Level IV | Performs the more complex duties of the classification. |
| Grade Level V | Performs the most complex and difficult duties of the classification. |

EXAMPLES OF DUTIES:

- Analyze and interpret data to develop conclusions and make recommendations for improvement in service delivery, performance and attainment of organizational goals;
- Provides input and analysis on labor market information, local/regional employment trends and individual career goals;
- Develops customized employment or re-employment plans with clients to facilitate educational and employment goals;
- Determines appropriate supportive services and coordinates with proper community resources for a participant's personal needs;
- Establishes, maintains and acts as liaison with businesses to promote employment and training opportunities;
- Develop marketing strategies to reach employers in an effort to identify current and future training needs;
- Provides employment counseling, resume development, job search and interview techniques;

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COMMUNITY DEVELOPMENT SPECIALIST I-V (continued)

- Monitors and facilitates participant's involvement in employment skills training, literacy programs, and life skills;
- Responsible for the administration of the iResumix system for the enhancement of local One Stop Centers;
- Designs and maintains website and/or geographic information system (GIS);
- Conduct public presentations and represents the Department of Community Development at public meetings and events;
- Prepares grant reports, evaluations, program enrollment statements and other correspondence;
- Creates, reviews or maintains client and program files, performance benchmarks, and other reports;
- Oversees fiscal requirements and prepares budget documents and reports;
- Interprets and translates complex federal, state and local policies and procedures to other agencies, groups and staff;
- Ensure compliance with federal, state and local regulations as it relates to the Greater Long Beach Workforce Development System programs;
- Coordinate or provide professional support in the development, implementation and administration of a variety of other programs, projects or activities;
- Serves as a liaison to task forces or committees;
- May supervise the activities of subordinates;
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's Degree in Business, Public Administration, or closely related field;

Experience offering specific and substantial preparation of the duties of the position may be substituted for the required education on a year-for-year basis.

A valid motor vehicle operator's license may be required for some positions;

Some positions may require working overtime, weekends, and evenings;

Bilingual skills are highly desirable for some positions.

HISTORY:

Established: 09/11/2002
Revised: 08/29/2003
Approved/Adopted: 08/29/2003 – Human Resources
09/24/2003 – Civil Service