CLASS SPECIFICATION
Assessment Services Manager

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under Direction, plans, coordinates, implements, supervises, monitors, updates, administers and evaluates the District Contract with Los Angeles County to provide GAIN/GROW Vocational Assessment and Learning Disabilities Evaluation; performs specialized Learning Disability Evaluations and related functions; performs related duties as assigned. Assists individuals who participate in TANF Programs obtain unsubsidized employment by means of assisting individuals toward advancing within their chosen occupations or to retain their current jobs with an ultimate goal of self-sufficiency.

Distinguishing Characteristics
The Assessment Services Manager is responsible for supervising assessment support staff involved in LA County contract operations. Incumbents perform assigned specialized assessment and counseling functions, including determining whether participants have learning disabilities that affect their ability to benefit from specific post assessment activities; required to identify functional cognitive deficiencies which can be assisted with accommodation in academic, vocational and employment settings. The incumbent also analyses vocational interest inventories to facilitate interviewing associated with participants’ career choices in order to achieve the participant’s employment goals.

The incumbent is able to represent the district in contract negotiations with LA County Department of Social Services and in meetings where the flow of participants and program planning changes are being discussed.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Evaluates participant’s educational competencies, vocational skills, training, occupational preferences and employment history. Interprets assessment test results which are analyzed to assist in the development of vocational goals.

2.Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against budget in assigned areas; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and District goals, objectives and performance measures consistent with the District’s quality and service expectations.
3. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District’s classified human resources policies and labor contract provisions.

4. Provides day-to-day leadership and works with staff to ensure a high performance, customer service oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

5. Conducts Learning Disability Evaluations for the contract’s population of participants to determine whether or not participants have learning disabilities that affect their ability to benefit from specific post assessment activities.

6. Identifies functional cognitive deficiencies which can be assisted with accommodation in academic vocational and employment settings.

7. Creates a comprehensive vocational assessment accompanied with accommodations required to achieve the participant’s employment goals.

8. Identifies demand occupations for which participants already have skills, training, and experience.

9. Conducts vocational interviews with the purpose of assisting participants to make realistic choices concerning employment.

10. Utilizes behavioral tests and observational tools to screen participants to determine the need for services which address mental health, substance abuse, domestic violence services which might impair to fulfill the duties of a job.

11. Analyzes vocational interest inventories to facilitate interviewing associated with participant’s career choices.

12. Monitors LA County GAIN/GROW Vocational Assessment and Learning Disabilities Evaluation Contract and ensures that the District is in compliance.

13. Represents District in meetings with LA County GAIN /GROW to discuss coordination and/or changes to the current contract or future contracts.


OTHER DUTIES

1. Participates on District committees, as assigned
2. Attends workshops, seminars, conferences and other program-related events as directed.

QUALIFICATIONS

Knowledge of:

1. Assessment test evaluation that are used in development of vocational goals.
2. Analysis of vocational goals in terms of participants’ potential for employment, motivation to work, and labor market analysis.
3. Identification of demand occupations for which participants have skills, training, and experience or occupations that require short term vocational training.

4. Conducting vocational interviews with the purpose of helping participants make realistic employment goal choices.

5. Behavioral tests and observational tools used to screen participants to determine need for services that will enable them to be successful in their career choice.

6. Vocational interest inventories and instruments.

7. Learning Disability Evaluations and the identifying functional cognitive deficiencies which can be assisted with accommodation.

8. LA County contract language, practices and procedures

9. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

10. Vocational training program models, concepts, theories, methods and techniques.

11. Principles and practices of effective supervision

12. Principles and practices of public administration, including budgeting, purchasing and contract compliance.

13. District classified human resource policies and procedures and labor contract provisions.

**Ability to:**

1. Conduct evaluations and interpret test results to assist in development of vocational goals.

2. Identify “Demand” occupations

3. Conduct vocational interviews

4. Conduct Learning Disability Evaluations

5. Analyze vocational interest inventories using a range of inventory instruments

6. Develop, implement and monitor contracts

7. Prepare LA County Contract proposals that meet the terms and conditions of the proposed RFP

8. Conduct assessments at off site locations

9. Work on Saturdays at off site locations

10. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials

11. Exercise sound, expert independent judgment within general policy guidelines

12. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

13. Establish and maintain effective working relationships with District administrators and staff; students; contractors/vendors; federal, state, and local regulators and officials; the public and others encountered in the course of the work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities above is graduation from an accredited college or university with a master’s degree in counseling; and at least 3 years of progressively responsible experience working in the area of vocational assessment and counseling; or an equivalent combination of training and experience.
Licenses; Certificates; Special Requirements:
The LA County Gain/Grow contract requires a certification in Learning Disability Evaluation.

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

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, the employee is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle and feel or operate computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, contractors, consultants, vendors and others 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.

The employee works under typical office conditions, and the noise level is usually quiet.