

**WORKFORCE DEVELOPMENT SPECIALIST  
(SPECIAL ASSISTANT)  
TEMPORARY ASSIGNMENT**



**The City of Fremont's Human Services Department invites applications for  
Workforce Development Specialist**

**Are you interested in being part of a dynamic city where you can truly make an impact?  
Are you passionate about providing employment assistance services to the community?  
Then, the Human Services Department may be the place for you!**

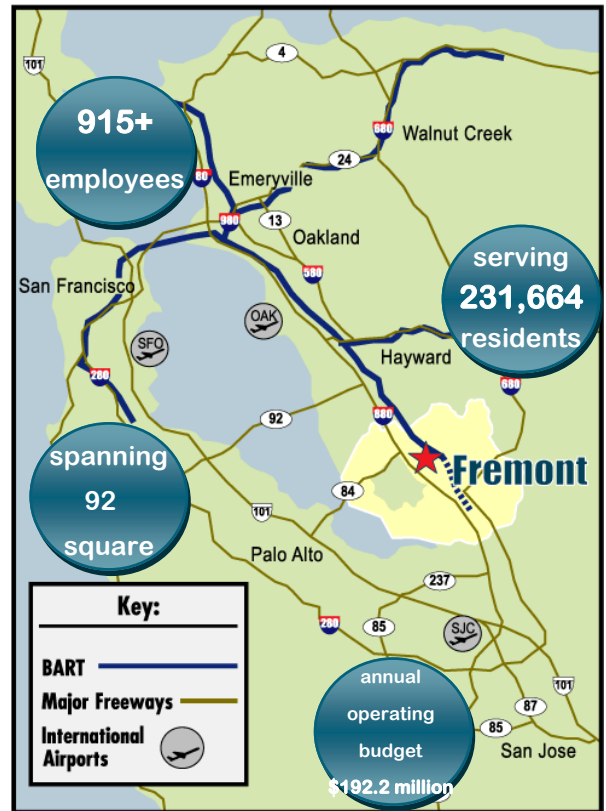
**We invite you to apply and join our team!**

**First Review of Applications:  
January 4, 2018**

## ABOUT US

Fremont is a well-managed and innovative city, and has recently generated national attention by placing in Money Magazine's top 50 "Best Places to Live 2016" in the country, and ranking 4th on the "Most Family Friendly" list of California cities by Estately. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 231,664 residents. As a full service city, Fremont employs over 915 regular employees and has an operating budget of \$192.2 million.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.



## THE FAMILY RESOURCE CENTER (FRC)

The Fremont Family Resource Center (FRC) is a collaborative effort of 24 State, County, City and non-profit agencies that support families in a variety of ways. Services available at the FRC include: adult and youth employment; child care information, referral and subsidies; counseling, family support and service coordination, housing information; parent support; immigration services; services for the disabled; nutrition services for mothers and children; health insurance counseling; and SparkPoint FRC to help families build their financial assets. The City of Fremont Human Services Department is the lead organization in the FRC collaborative and in SparkPoint Fremont.

## THE POSITION

The Workforce Development Specialist (Special Assistant) is a temporary full-time two-year position reporting to the Fremont Family Resource Center (FRC) Administrator and the Project Team. This position will be the lead person to implement the Southern Alameda County Workforce Development Project, the goal of which is to elevate short-term, vocational training programs that lead to a livable wage for low-skilled, high-barrier individuals, specifically the Tri-City area of Fremont, Newark, and Union City. The Specialist will first conduct a workforce environmental scan of Southern Alameda County, including: needs of local employers and of the FRC clients; and capabilities of local training program providers to meet those needs. The Specialist will then develop and recommend an implementation plan to improve system-wide integration of career pathways among existing regional training program providers; and, if indicated by the research, to develop and/or recruit new programs.

We are looking for a candidate who is excited about expanding career pathways for low-skilled residents who have multiple barriers to employment. The candidate must have proven experience working with the community, developing programs, and providing services to address those needs. This position will implement a planning process designed to address the local training gap, as described in the opening paragraph.

The position requires experience implementing workforce development services and job readiness activities, as well as a demonstrated history of successful execution of job development strategies that lead to gainful employment for residents of the city in which s/he worked.

This full-time temporary position has an expected duration of 2 years.

## **PRIMARY RESPONSIBILITIES**

### **In Year One**

- Implement a planning process designed to address the local training gap of limited high-quality, free and low cost , short-term, sector-based job training programs.
- Partner with and regularly report progress to the Project Team, who will provide critical review and then endorse and promote an implementation plan.
- The implementation plan will also include system-wide recommendations for improved or expanded curriculum, and improved integration of current career pathways, among the existing regional educational institutions and all the local career pathway agencies via short term training programs identified in the planning process.
- The implementation plan will recommend strategies for incentivizing existing providers of high-quality, free and low cost , short-term, sector-based job training programs, to newly locate services in Southern Alameda County and to adapt their training programs as indicated by the research.

### **In Year Two**

- If indicated by the research, the implementation plan will include a recommendation and plan for development of an entirely new sector-specific training program(s), in partnership with our regional educational institutions and training providers, to pilot in FY19 to serve target populations in Southern Alameda County. An important part of the work will be to secure additional funding for the new program. The plan will document success in amending existing programs' curriculum; improved structural accessibility to trainings programs; recruitment and development of high-quality, free, or low cost short-term, sector-based job training programs; and target population success outcomes in completing training and securing living wage employment in the field of their training. This documentation will support scaling, replication, and application of project successes and lessons.

## **THE IDEAL CANDIDATE AND QUALIFICATIONS**

Any combination of education and/or experience that has provided the knowledge and abilities necessary for satisfactory job performance would be qualifying. A typical qualifying background would include: Bachelor's Degree in business, marketing, psychology or related field **and** at least three years of experience in job development, client relations, recruitment, workforce development, employment, and training or related experience in a for-profit or nonprofit organization.

The successful candidate will possess the following knowledge, skills, and abilities:

Knowledge of: job development and workforce development strategies; occupational conditions and trends; recruitment procedures.

Skilled in: establishing public relations and building up employment network; analyzing labor market and developing workforce knowledge base; multimodal communication and event coordination; Microsoft Office Suite.

Ability to: market services and cold call prospective clients; work with youth and adults from diverse economic, cultural, and ethnic backgrounds; creatively solve problems; work as an effective team member; facilitate classes and training sessions; handle multiple tasks simultaneously.

Highly desirable job-specific competencies:

Analytical Thinking – Ability to anticipate problems and develop contingency plans to deal with them as well as evaluate and implement alternative courses of action.

Persistence – Ability to continue a course of action in the face of adversity.

Energetic – Ability to bring and sustain considerable stamina and vigor to all aspects of the work.

## COMPENSATION

The hourly rate is \$33.65. The work schedule is 40 hours per week. This temporary assignment does not include benefits.

## HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application, resume, and cover letter through our on line application system: [City Jobs](#)

### Tentative Recruitment Schedule

First Review of Applications: January 4, 2018

Oral Board Interviews: January 11, 2018

Departmental Interviews: January 18, 2018

The process may include individual and/or panel interviews, reference checks, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

### REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

**The City of Fremont is an Equal Opportunity Employer.**

HUMAN RESOURCES DEPARTMENT  
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