

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Placement Officer

Class Code: 30952

Pay Grade: GI

A. Purpose:

Assists individuals with career and educational concerns by assessing abilities or directing clients to realistic academic and career options.

B. Distinguishing Feature:

The Placement Officer helps individuals with career placement activities by exploring educational training, work history, interests, and skills to aid in placement service. Services are rendered through a college or university placement office or by the Teachers Placement Center.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Develops placement contacts with business representatives and education administrators about career opportunities to aid individuals in placement service delivery.
2. Obtains position vacancy reports from schools, businesses, and governments.
3. Contacts schools within South Dakota to promote the use of the teacher placement center and disseminates placement information.
4. Conducts studies and secures information on job market trends to provide current resource material for graduates and prospective graduates.
5. Provides information to students regarding job opportunities and qualification requirements and refers applicants to vacancy openings.
6. Maintains placement and counseling files.
7. Develops a library of occupational information to aid individuals in career placement decisions.
8. Conducts workshops or in-service sessions in the areas of job-seeking skills, resume writing, job interviewing, and job-search strategies; promotes placement center activities.
9. Schedules job interviews with potential employing schools, businesses, and other agencies.
10. Performs other work as required.

D. Reporting Relationships:

Reports to an admissions director. Does not supervise.

E. Challenges and Problems:

Typically challenged to help individuals make wise career placement decisions by exploring and discussing education, training, experience, interests and skills needed to obtain employment.

A problem encountered by the Placement Officer is providing quality service with limited resources, such as staffing and budget parameters, to a large number of clients.

F. Decision-making Authority:

Decisions made by the incumbent include evaluating client's qualifications for referrals, counseling requirements, annual itinerary, and development and implementation of special projects such as workshops and in-service sessions.

Decisions referred include budget requests contractual services, and internal procedures.

G. Contact with Others:

Daily contact with students and graduates to provide placement information and with employment representatives to discuss vacancies and potential candidates interested in filling vacancies. Monthly contact with school administrators to provide names of qualified candidates for teaching positions; external placement professionals to coordinate placement activities, and with the general public, Career One Stop Centers and alumni to promote placement activities and locate jobs. Frequent contact as required with civic and government organizations to promote placement activities.

H. Working Conditions:

The placement officer is required to travel frequently, although generally works in a typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the principles of interviewing and other information gathering techniques;
- social, economic, and environmental factors which influence job availability;
- the principles of human behavior and motivation;
- the principles and techniques of personnel placement;
- occupational trends;
- labor market information;
- computer use and software application.

Ability to:

- document logically, accurately, and concisely all pertinent information;
- use word processing software;
- develop and maintain effective working relationships with individuals and groups;
- apply state and federal rules and laws and college or university policies pertaining to employment;
- organize and develop instructional material and present information and material in an interesting and challenging manner;
- evaluate participant employment needs;
- interpret labor market trends;
- maintain records and organize filing and records keeping systems.