

Sacramento County Office of Education Job Description
Classification Title:
Project Specialist I, Adult Re-entry Program, Regional Services

DEFINITION

Under direction, identifies regional industry partners for employment and education of clients, coordinates regional transitional housing placement, regional postsecondary education pathways, and other support services for the Adult Re-entry Program and partnering agencies serving adult paroled, probation, or incarcerated offenders; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Coordinator, Adult Re-entry Program

SUPERVISION OVER

Professional, technical and clerical staff as assigned

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Assesses cohort client data to determine training, Career Technical Education (CTE) pathways, postsecondary education, and housing needs; identifies, organizes, maintains and disseminates regional housing information conducive to long term recovery and stable housing; locates market-rate housing opportunities from various sources; provides referrals to community housing and related resources; oversees transitional housing to ensure facilities are in compliance within contract requirements; collects and aggregates data from various project partners and staff to create monthly, quarterly and annual reports; develops regional agreements; creates and maintains regional database of potential job placement opportunities; collects and reports expenditure information; assists in implementing grants; monitors outcomes specified in grant; communicates with California Department of Corrections and Rehabilitation (CDCR), Workforce Investment Board, Sacramento Employment and Training Agency (SETA), Employment Development Department (EDD), Probation, regional postsecondary education administrators, and other outside agencies as directed by supervisor; arranges training for staff on information to relay to clients; manages and monitors project tasks and respective timelines; attends meetings and trainings as directed.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience equivalent to possession of a bachelor's degree from an accredited institution; progressive experience in planning, implementing, and managing projects and events; experience working in educational or support services programs sponsored by education, government agencies or community-based organizations; experience in career and post-secondary enrollment facilitation and client housing; experience working with high-risk populations such as paroled offenders.

Knowledge of:

Public education and adult correctional education programs; principles of data collection, analysis, and reporting; budget development and monitoring; principles of project management; research methodology; effective presentation methods; community resources including housing; principles of career training and pathways; college entrance requirements; current practices and issues related to reintegration of offenders; safety, security, and emergency procedures; online database systems and standard software applications.

Skill and Ability to:

Communicate information professionally and effectively in both oral and written form; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; prioritize requests; plan, organize, schedule and coordinate a variety of activities and projects; assist in developing and monitoring

budgets; maintain accurate and up-to-date records; work independently, as well as in a team environment; exercise a high degree of judgment and utilize various strategies in working with a variety of individuals from different cultural and socioeconomic backgrounds; comply with policies establishing boundaries between clients and employees; utilize interactive databases, including entering and retrieving data; research and evaluate data for problem solving and decision making; establish and maintain cooperative working relationships with program staff, outside agencies and others.

Approved by Personnel Commission 6/13/17