



## California Human Development Job Description

**EMPLOYEE NAME:**

**JOB TITLE:** Employment Development Specialist

**DEPARTMENT/DIVISION:** Farmworker Services

**REPORTS TO:** Regional Manager

**FLSA STATUS:** Exempt

**LOCATION:** Galt, Santa Rosa, and Woodland

**REVISED DATE:** 10/21/2025

**Summary Description:**

The Employment Development Specialist position is a job development position within CHD's Farmworker Services Division. The **Employment Development Specialist** will play a vital role in the success of the **National Farmworker Jobs Program (NFJP)** by building strong partnerships with employers and connecting eligible migrant and seasonal farmworkers to sustainable, year-round employment opportunities.

**Duties and Responsibilities:**

Under the supervision of the assigned Regional Manager, the Employment Development Specialist:

**Employer Engagement & Job Development:**

- Develops and maintains strong relationships with local and regional employers across diverse industries, with a focus on CHD's priority industries.
- Identifies job openings, work-based learning, and apprenticeships opportunities aligned with participants' skills and goals.
- Negotiates work-based job training agreements with employers, such as On-the-Job Training (OJT) agreements.
- Conducts outreach to employers to promote the hiring of NFJP participants and explain program benefits (e.g., OJT subsidies, tax credits, wage reimbursements).

**Participant Services:**

- Collaborates with case managers to match participants with employment opportunities based on their training, skills, and career goals.
- Prepares participants for interviews and employment by assisting with resume development, job readiness, and soft skills, either individually or in a group setting.
- Provides job leads and support placement efforts for participants who have completed training.

**Workforce Development & Coordination:**

- Coordinates with workforce development boards, American Job Centers of California (AJCCs), local farm bureaus, industry associations, training providers, and other community organizations to expand job placement opportunities.
- Tracks employment trends and labor market data to identify high-demand occupations and industries.
- May coordinate, or assist with hosting, job fairs or employer events.
- Assists regional managers with implementation of CHD Strategic Plan.

**Compliance & Reporting:**

- Maintains accurate and timely documentation of employer contacts, job orders, and placements in the case management system (e.g., GPMS, CMS, CalJOBS, or other data systems as needed).
- Ensures compliance with U.S. Department of Labor (DOL) guidelines and NFJP performance benchmarks.
- Assists in preparing reports on job development and placement activities.
- Performs other related duties as assigned.

**Supervisory Responsibilities:**

No supervisory responsibilities.

**Skills and Abilities:**

- Bilingual: English/Spanish (verbal and written) required.
- Ability to read and comprehend instructions, correspondence, and memos.
- Ability to write effective professional communications, messages, and documents.
- Ability to effectively present information in one-on-one or small group settings to employers, clients, or other employees.
- Ability to apply necessary mathematics to solve problems as required by the position.
- Ability to apply common sense to carry out directions furnished in verbal or written form.
- Ability to use good judgment to solve problems and assess situations.
- Flexibility to travel to events, recruitment activities, perform outreach, meet with employers, and attend presentations during working hours or outside the usual schedule.

**Education and/or Experience:**

- High school diploma or GED.
- Two years of experience in job development, customer service, sales, or outreach to employers or community.
- Experience facilitating workshops, job fairs, or employer events preferred.
- Familiarity with local labor market trends or employers preferred.
- Intermediate knowledge and experience with, or ability to learn, Microsoft Office 365 including SharePoint, Word, Excel, Teams, and Outlook.

**Certificates, Licenses, Registrations:**

- Must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle for required work travel. If using a personal vehicle, must provide proof of insurance and provide a copy of a valid driver's license to be insurable under the agency's insurance policy.
- Must possess a smart phone with the capability to install security authentication applications to securely access the CHD network.

**Physical Requirements:**

Regularly: Sitting for long periods of time, walking, standing, carrying up to 10 lbs., manual dexterity for computer use

Occasionally: Stooping, lift up to 15 lbs., squatting, kneeling, bending, pushing/pulling

Seldom: Climbing, twisting

Vision: No special vision requirements

**Work Environment:**

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

Pace: Fast-paced work environment

Occasionally: May have exposure to hazardous conditions and/or materials

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform. All employees are to maintain a positive work atmosphere by acting and communicating in a manner that fosters a good working relationship with customers, clients, co-workers, management, and stakeholders. Employment at*

CHD (California Human Development) is **at will**. This means employment is for an indefinite period and is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_