

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**

**EMPLOYMENT AND EDUCATION COUNSELOR**

**JOB DESCRIPTION**

Employees in this job function as employment and/or education counselors, completing a variety of professional guidance and counseling assignments to counsel and place individuals seeking employment, or counsel individuals seeking to complete a postsecondary education degree or skills certificate.

There are three classifications in this job.

**Position Code Title - Employment Education Counselor-E**

**Employment And Education Counselor 9**

This is the entry level. As a trainee, the employee carries out a range of professional employment and/or education counselor assignments while learning the methods of the work.

**Employment And Education Counselor 10**

This is the intermediate level. The employee performs an expanding range of professional employment and/or education counselor assignments in a developing capacity.

**Employment And Education Counselor P11**

This is the experienced level. The employee performs a full range of professional employment and/or education counselor assignments in a full-functioning capacity. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Interviews clients, identifies clients' problems, formulates an acceptable and appropriate plan to resolve the problem, and follows up on progress.

Provides assistance in establishing goals and objectives in accordance with program needs, urgency, and feasibility.

Develops individual plans for clients to enroll or re-enroll and complete college degree or skill certificate.

Conducts research and analysis related to the work activities of counseling and guiding returning students and/or workers.

Provides guidance to interviewers in finding the proper type of work for applicants with individual placement problems.

Provides guidance and solutions to clients with employment and/or educational barriers.

Recommends standards of performance for employment counseling and the application taking process using departmental standards.

Reviews, periodically, application files to ensure that applicants in need of employment counseling are being referred.

Evaluates, assesses, and tracks data related to employment and/or postsecondary educational trends.

Consults employers or postsecondary institutions to develop placement opportunities for clients.

Provides counseling and related services to participants of federal and state training, education, employment, and workforce programs.

Provides advice, support, assistance, and refers clients to state /community colleges and financial aid officers.

Administers and scores general aptitude and proficiency tests.

Makes contacts with schools and community guidance organizations in the development of cooperative plans.

Speaks before groups or serves as a resource person at conferences and other meetings, as required.

Provides assistance in determining program needs for the agency counseling program and the application-taking process based on evaluations of and changes in occupations, industries, labor force and the economy.

Conducts outreach activities.

Provides assistance in developing and revising training materials and conducting training programs on various phases of the program.

Assists in planning and conducting workshops.

Refers clients to other agencies for supportive services based on client's eligibility for services offered.

Trains counselors from schools and community agencies in the use of employment and/or education service tools and counseling techniques.

Participates in research studies related to employment and/or education counseling and the application taking process.

Interviews residents in a correction community residential center or a parole office to determine their vocational skills, interests, and employability potentials.

Participates in planning and executing outreach events for furthering education and employment opportunities such as college and career fairs.

Uses and maintains client management system.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the objectives of vocational guidance services.

Knowledge and understanding of college admissions, academic advising, financial aid, and transcript analysis.

Knowledge of the principles and practices of research and analysis.

Knowledge of the techniques of interviewing.

Knowledge of counseling tools and techniques.

Knowledge of the economic, social, political, and business conditions of the state.

Knowledge of individual and group testing techniques and interpretation.

Knowledge of community organization.

Knowledge of educational and occupational requirements for positions in business, industry, and the public service.

Knowledge of problems of the disadvantaged.

Knowledge of federal and state programs for employment, education, training, and workforce services.

Ability to obtain and evaluate information from individuals through personal interviews.

Ability to provide developmental advising to adult students.

Ability to work independently while functioning well as part of a team.

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

Ability to obtain the respect and confidence of clients.

Ability to evaluate test results.

Ability to prepare case reports.

Ability to meet and deal effectively with community individuals and organizations.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### **Working Conditions**

Some jobs are located in correctional facilities.

### **Physical Requirements**

*None*

### **Education**

Possession of a bachelor's degree in a field of education or with a major in guidance and counseling, sociology, psychology, or social work.

### **Experience**

#### **Employment And Education Counselor 9**

No specific type or amount is required.

#### **Employment And Education Counselor 10**

One year of professional experience counseling and placing individuals seeking employment or seeking to complete a postsecondary education degree or skills certificate equivalent to an Employment and Education Counselor 9.

### Employment And Education Counselor P11

Two years of professional experience counseling and placing individuals seeking employment or seeking to complete a postsecondary education degree or skills certificate equivalent to an Employment and Education Counselor, including one year equivalent to an Employment and Education Counselor 10.

### **Alternate Education and Experience**

#### Employment And Education Counselor 9

Possession of a bachelor's degree in any major and one year of professional experience counseling and placing individuals seeking employment or one year of professional experience providing guidance, resources, and advice to individuals regarding college costs, financial aid, or course planning may be substituted for the education requirement.

### **Special Requirements, Licenses, and Certifications**

None

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

EMPLMTCSR

#### **Job Code Description**

EMPLOYMENT AND EDUCATION COUNSELOR

#### **Position Title**

Emplmmt Education Counselor-E EMPTCSRE

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#### **Position Code**

#### **Pay Schedule**

W22-008

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12/27/2020