

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**EMPLOYMENT COUNSELOR**

**JOB DESCRIPTION**

Employees in this job function as employment counselors, completing a variety of professional guidance and counseling assignments to counsel and place individuals seeking employment.

There are three classifications in this job.

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

**Employment Counselor 9**

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

**Employment Counselor 10**

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

**Employment Counselor P11**

This is the experienced level. The employee performs a full range of professional employment 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.

**EMPLOYMENT COUNSELOR**

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

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.

Contacts employers to develop placement opportunities for clients.

Provides counseling and related services to clients under the Trade Adjustment Act and the Job Training Partnership Act.

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.

Provides assistance in developing and revising training materials and conducting training programs on various phases of the program, and may assist in planning and conducting counseling 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 service tools and counseling techniques.

Participates in research studies related to employment 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.

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, and considerable knowledge is required at the experienced level.

Knowledge of the objectives of vocational guidance services.

Knowledge of the techniques of interviewing.

Knowledge of counseling tools and techniques.

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 the objectives, program and procedures of the Employment Service Administration for employment service and counseling.

Ability to obtain and evaluate information from job applicants through personal interviews.

Ability to obtain the respect and confidence of applicants.

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.

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**Physical Requirements**

None.

**Education**

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

**Experience**

**Employment Counselor 9**

No specific type or amount is required.

**Employment Counselor 10**

One year of professional experience counseling and placing individuals seeking employment equivalent to an Employment Counselor 9.

**Employment Counselor P11**

Two years of professional experience counseling and placing individuals seeking employment equivalent to an Employment Counselor, including one year equivalent to an Employment Counselor 10.

**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 Counselor

**Position Title**

Employment Counselor-E

**Position Code**

EMPTCSRE

**Pay Schedule**

W22-008