**Class Summary**

The responsibilities of this classification include completion of non-entry level work tasks. The tasks are designed to engage at risk youth in our community with short term temporary structured assignments in local businesses. Incumbents are provided training, mentoring and guidance according to a training plan and receive direction on workplace behavior, competencies and individual responsibilities.

**Distinguishing Characteristics**

This is the second level in a three level classification series. Incumbents in this classification perform entry-level duties in a training capacity under supervision. This classification is distinguished from the Work Experience Participant (WEX) III in that incumbents at this level have some work experience, may have a GED or a high school diploma, their barriers to employment have been addressed and they are being monitored by a case manager.

Incumbents in this classification are limited to at risk youth who are accepted into the WEX program by Employment and Education Resources (EER), Department of Community and Human Services (DCHS).

**Examples of Duties**

1. Create word and excel documents as appropriate for worksite.
2. Assist in organizing, transcribing, calculating, recording and retrieving data and performing customer service functions.
3. Assist in performing a wide variety of specialized maintenance and repair work, warehouse and storage tasks, and grounds keeping work.
4. Perform other duties as assigned.

**Knowledge/Skills**

Ability to communicate effectively, in person and in writing

Ability to develop basic work skills

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

**Education and Experience Requirements**

Minimum six months of work experience

Approved as a participant in the WEX program by Employment and Education Resources (DCHS)

**Licensing, Certification and Other Requirements**

N/A

|  |  |
| --- | --- |
| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Short Term Temporary  |
| **EEO Code** | 6 |
| **Levels within same series** | Work Experience Participant IWork Experience Participant IIWork Experience Participant III |
| **Class History** | 07/2016 - Created |