

## **CLASSIFIED POSITION REQUEST**

**Position Title:** Job Placement Specialist, Workability

**Dept/Program:** Supportive Services and Instruction

**Submitted by:** Susan Osorio

**PT/FTE:** 1 FTE

**New or Replacement:** Replacement

**Service Category:** 5A

**Salary/Benefit Costs:** \$33,996 Salary; 31,676 Benefits

**Total Costs:** \$65,672

**Funding Source:** Department of Rehabilitation

**Are there Salary Savings:** The position is paid through the Department of Rehabilitation, so there are no costs to the College.

**Description of duties and responsibilities:**

The primary responsibility of this position is job development and job placement for students with disabilities. The position includes: (1) assisting students with job seeking skills and finding jobs; (2) working with businesses in the community to promote the MPC job placement program for students and graduates with disabilities; and, (3) maintaining a database of potential employers and types of jobs available within their companies.

**Special Considerations:** This position was held by Susan Villa who has taken another position in Supportive Services and Instruction. Therefore, the position is unfilled at this time.

**Does Position act as an entry point for the college? Should it be bilingual?**  
No.

**What would happen if this position weren't approved?**

The contract agreement with Department of Rehabilitation requires a full-time job placement position. If this position is not filled, the College will be out of compliance with the grant agreement.