



Building better lives. One job at a time.

Career Planning Center

A Division of JVS

### **JOIN US TO HELP OUR COMMUNITY!**

Career Planning Center Inc. is a division of JVS, a non-profit, non-sectarian social service agency, which for over 80 years has provided employment and career development services to a diverse client population of over 30,000 annually. CPC assists dislocated workers, from executives to manufacturing line staff, individuals on public assistance, mature workers, high risk populations and youth in defining and achieving employment goals through career and employment counseling, job search skills instruction, job development, and training. CPC assists families in reaching self-sufficiency through its diverse programs and network of supportive and social services. CPC offices are located in the greater LA area, and Antelope Valley.

### **Client Services Technician Marina del Rey - WorkSource Center**

#### **Job Description and Duties:**

Expertise in entering government data information into ISIS and JTA, DOL, State, County and City systems with a high level of accuracy and detail. Requires knowledge that will ensure quality control and will connect and communicate with system administrators for clarification and corrections. Understands and implements WIA and DOL regulations and prepares reports as required for monitoring and audits. Will interact with different units of the WorkSource Centers for obtaining complete and accurate information. Will manage workflow and will adhere to strict time lines and deadlines for initial entries and follow-ups. May be required to develop new database structures as needed for program management and reporting. Will be involved in training and staff development of staff in the use of databases and data collection. Requires attendance in County and City training to become certified in JTA/MIS entries.

#### **Qualifications and Position Requirements:**

Requires expert knowledge of SQL server 2008 R2 and Microsoft 2010 applications. Must be familiar with database queries, macros, and database architecture. Three to five years experience in like database entry and development is mandatory. Requires strong English speaking, reading and writing skills at the 2nd year college level.

#### **Physical Requirements**

Able to lift 30lbs and sit and stand in front of computer monitors for extended periods of time. Will work in an office computer systems environment.

#### **Education/Certification/Licensure**

AA or BS degree in information systems or business.

#### **Preferred**

Certification in Microsoft SQL server.

EOE, good benefits

Please send your resume to [HR@jvsla.org](mailto:HR@jvsla.org) Put on subject line: MDR - CST