COMPETENCY

Policy Number: 256 R2
Effective Date: July 1, 2020
Date Last Revised: September 1, 2022

I. BACKGROUND

All Commerce WorkFirst Programs will be competency-based. The competencies for the Community Jobs program are Work Maturity Skills and Job Specific Skills. The competency for the Community Works program is Job Specific Skills.

The competency benchmarks to be achieved must be quantifiable, employment-related, measurable, and verifiable learning objectives that specify the proficiency to be achieved because of program participation. The level of achievement selected should enhance the participant's employability and opportunities for job retention and wage progression.

All assessment tools, pre-tests, and post-tests must be pre-approved by the Board.

II. PROCEDURES

Community Jobs – Assessment & Individual Development Plan: Each participant will receive competency-based training based on a documented assessment of deficiency to increase employability. Assessment information may be drawn from individual interviews, previous employment history, school records, and specific testing, as it relates to the need for the development of Work Maturity Skills and Job Specific Skills. Assessment of a participant's employment competency needs must occur before starting on the worksite to determine if the participants require assistance and are capable of benefiting from available services.

The assessment will result in assigning a participant to the appropriate worksite to promote a participant's employability, remedy identified deficiencies, build upon strengths, and prepare the participant for job retention and wage progression. The assessment for deficiencies for each competency will be documented in the Individual Development Plan (IDP).

Following assessment, the specific competencies to be achieved by each individual participant must be prescribed in writing in the IDP and updated monthly in the IDP. Any competency area in which the participant is proficient will also be noted in the IDP monthly.

Community Works – Career Plan: Each participant in the Community Works program will receive competency-based training to develop their Job Specific Skills. Assessment information will be drawn from the Comprehensive Evaluation (CE) and other tools to gather information about the participant's job readiness, specific employment and training needs, and specific strengths and deficiencies. Detailed job duties or job descriptions must be documented in the eJAS Career Plan.

Competency 1: Work Maturity Skills

Definition: An understanding of, and ability to respond to, the basic requirements of the work environment are evidence of Work Maturity Skills. Work Maturity includes positive work habits, attitudes, and behavior such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.

Benchmarks: The Contractor must include all of the following core competency topics within the Work Maturity competency training. In order for attainment to be reported in the area of work maturity, an individual must demonstrate proficiency in each of the seven core topics.

Core Competency Topics:

1. Being consistently punctual.
2. Maintaining regular attendance.
3. Demonstrating positive attitudes/behaviors.
4. Presenting appropriate appearance.
5. Exhibiting effective interpersonal relations.
6. Understands instruction and communicates effectively.
7. Completing tasks as assigned.

Hours and Activities: Work Maturity Skills will be developed in the Community Jobs program. Attendance records will be maintained and documented monthly in eJAS.

Work Maturity Skills competency must be demonstrated over the training period. A Work Maturity Skills competency may be reported prior to the end of the planned training hours, provided the provisions of competency have been met.

Evaluations: The Supervisor Evaluation Form (Attachments 1 & 3) will be used to document Work Maturity Skills.

Competency: Competent means the participant has demonstrated attainment of the skills in all seven core topics.

Competency 2: Job Specific Skills

Definition: Training that will prepare participants to meet the specific skills relative to their worksite placement. Job Specific Skills achievement would include a demonstrated proficiency in the knowledge and skills required to complete tasks outlined in the IDP or Career Plan.

Job Specific Skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

Benchmarks: The skills to be learned for the Job Specific Skill Competency will be documented in the IDP or Career Plan.

Assessment for Deficiency: Deficiencies must be identified in the IDP or Career Plan.

Hours and Activities: Job Specific Skills will be developed in the Community Jobs and Community Works Programs. Attendance records must be maintained and documented in eJAS monthly.

Evaluations: The Job Specific Skills Evaluation Form (Attachments 2 & 4) will be used to document worksite skills progression. A minimum of two evaluations is required.

Competency: Competent means the participant has demonstrated attainment of identified skills outlined in the participant's training plan.

III. CONCLUSION

In documenting the attainment of competencies, the competency records specific to each competency area will always be filled out, signed, and maintained in the participant file at the Contractor level.

ATTACHMENTS

- Attachment 1: Supervisor Evaluation Form - CJ
- Attachment 2: Job Specific Skills Evaluation Form - CJ
- Attachment 3: Supervisor Evaluation Form - CW
- Attachment 4: Job Specific Skills Evaluation Form – CW