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# Example of Employment Advisor Job Description

Our company is growing rapidly and is hiring for an employment advisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for employment advisor

* Supports clients in developing job descriptions used in talent acquisition/retention, employee development, succession planning, and performance management
* Supports major job description update compensation initiative throughout the company
* Works with Corporate Compensation and SDGE Compensation regarding jobs and compensation issues to ensure internal equity
* Consults and advises Human Resources regarding job reviews and market analysis evaluation
* Evaluates salary surveys, collects data and analyzes results to monitor our market competitiveness for company jobs
* Makes recommendations and provides guidance regarding individual jobs and job families to ensure equitable and competitive leveling of positions
* May work with job description database vendor or Corporate Compensation to ensure that system meets compensation needs and are updated according to compensation changes
* Conducts and coordinates job description and job evaluation training to provide to management
* Provides guidance in position review to ensure appropriate level salary recommendations, including internal equity considerations
* Evaluates exemption status to minimize wage and hour issues and company liability

## Qualifications for employment advisor

* Monitors the health plans percentage of individuals who are engaged in or pursuing integrated competitive employment and develops and implements strategies to increase the percentage of individuals who are engaged in or pursuing competitive, integrated employment
* Assists Care Coordinators and Support Coordinators in troubleshooting potential barriers to employment for their members
* Assist in the development of expectations for quality monitoring as it relates to Employment and use quality monitoring data to identify areas for improvement
* Requires extensive business development activity, including telephone sourcing and face-to-face meetings
* BA/BS degree(in Social Work, Rehabilitation Counseling, Mental Health, Business or related field)
* At least 3 years of experience in developing employment services and supports for persons with disabilities in integrated settings