

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**EMPLOYEE ASSISTANCE COUNSELOR - 1406**

**DEFINITION:**

Under general supervision, to interview, evaluate, and refer City employees and/or family members experiencing adjustment problems to appropriate resources; to train City staff in the benefits and use of the Employee Assistance Program; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Interviews employees and their immediate families to assess personal, health, or behavioral problems;
- Identifies and evaluates suitable treatment, formulates action plans, and refers employees to appropriate private and public community resources;
- Performs follow-up assessments of progress made by employees and the quality of service provided by the referred agency;
- Provides intake and referral services to authorize use of employee health benefits for substance abuse, alcohol, and related problems;
- Conducts crisis intervention, stress reduction, and critical incident counseling and referral services;
- Makes presentations to City employees and community groups to inform them of the Employee Assistance Program;
- Assists in training supervisors and managers to identify and refer employees who may benefit from participation in the program;
- Develops and disseminates written information materials describing the Employee Assistance Program and the referral process;
- Performs critical incident stress debriefings;
- Prepares reports and documents case records;
- Performs related duties.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree in Psychology, Social Work, Marriage and Family Therapy, or a closely related field; **AND** two years of full-time professional-level experience counseling adults, couples, and families in a program designed to assist people with a variety of issues, such as chemical dependency, family or marital conflict, workplace issues, health or behavioral problems, domestic violence, and stress management.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Qualifying professional-level experience must include practical experience: performing crisis intervention; and counseling adults with alcohol/drug dependency issues, marital/family relationship problems, and emotional/stress related problems. Possession of a valid California Class C Driver's License.