

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: WORKFORCE DEVELOPMENT DIRECTOR

Reports To: Chief Executive Officer

Supervises: Program Manager (Workforce Development), Youth Workforce Development Coordinator, Workforce Consultants, Business Engagement Specialist

FLSA Status: Exempt

Pay Grade: 10

General Duties:

The Workforce Development Director is responsible for leading the Local Workforce Innovation Area 17 board operating in Champaign, Piatt, Ford, Iroquois and Douglas Counties in East Central Illinois. The local board is a private sector-led board and is the federally mandated oversight body responsible for approving the expenditure of and measuring the effectiveness of WIOA-funded programs. The Workforce Development Director is also responsible for advising the local Chief Elected Officials (CEO) Consortium on the development, implementation, and continuous improvement of a fully integrated and effective public workforce investment system. In partnership with the local workforce board, the CEO Consortium conducts oversight of local youth and adult workforce investment activities, local employment and training activities, apprenticeship development, and the one-stop delivery system.

The Workforce Development Director has responsibility for the overall leadership and implementation of board initiatives, staff management, and operational procedures. The Director collaborates with partner organizations to identify and execute effective workforce development programs and initiatives in the region. The Director is accountable for the strategic implementation of the board's policies and directives, as well as for the day-to-day activities and performance of the Program Manager, Program Coordinator, and

program staff. The Director also provides oversight of contractual service delivery providers to ensure a maximum return on investment and achievement of corresponding productivity and outcomes.

The Workforce Development Director is responsible for providing leadership to the Local Workforce Innovation Area 17 board and Chief Elected Officials Consortium including informed development of a strategic vision; planning, implementation, and oversight of specific board initiatives; development and facilitation of community partnerships advancing the board and consortium goals; and the ongoing maintenance of relationships with federal and state funding sources. The Director assures and regularly provides analytical data, including performance indicators, to assist the board and consortium with oversight and decision-making processes.

The Workforce Development Director reports to the Chief Executive Officer of the Champaign County Regional Planning Commission, the WIOA grant recipient and fiscal agent for Local Workforce Innovation Area 17. The Director is responsible for the successful management, compliant administration, skilled operational performance, and financial integrity of all procedures, programs, and activities of WIOA grants and local contracts. The Workforce Development Director must be operationally familiar with the rules and regulations of WIOA and other applicable public laws and administrative regulations.

Specific Duties and Responsibilities:

- Operate in compliance with all applicable federal and state statutory and regulatory requirements related to WIOA-funded grants and contracts.
- Ensure the appointment and maintenance of an approved private sector-led workforce innovation board and CEO Consortium.
- Understand, interpret, and provide policy options for implementation of state and federal regulations.
- Implement orientation and ongoing training of board members in order to assure that members are capable and confident in carrying out the mission and goals of the local workforce area.
- Review, evolve, and execute Local Workforce Innovation Area 17's strategy; pursue, evaluate and recommend business and technology alliances and strategic partnership to the respective boards.
- Implement, coordinate, and maintain a comprehensive and integrated workforce development marketing strategy.
- Translate the Local Workforce Innovation Area 17 and CEO Consortium policies and mandates into effective operational procedures to meet the needs of local businesses and job seekers.

- Oversee all phases of the administration of the local workforce program including personnel selection, training and performance management; local and regional planning; budgetary oversight and development; proposal development; contract management and solicitation; monitoring and evaluation of sub-recipients; and community relations.
- Oversee the development and implementation of an annual operating plan for the American Job Center and one-stop delivery system including budgeting, negotiated cost sharing, and capacity building activities.
- Monitor information and data systems to meet programmatic goals, budgetary allocations, and negotiated performance levels.
- Provide oversight and monitoring of program providers and effective service delivery to targeted client populations.
- Initiate and maintain quality and continuous improvement principles/techniques within the workforce development system, including customer satisfaction/feedback mechanisms and process mapping to eliminate repetitive or duplicative efforts.
- Provide visible leadership to the local workforce boards' efforts to meaningfully engage the business community in developing innovative approaches to the meet the short and long-term skill demands in our area.
- Proactively plan and coordinate with local educational institutions, economic development agencies, public agencies, business partners, one-stop operators and partners, and community-based organizations to leverage resources and fully integrate service delivery without duplication of effort.
- Contribute to the local workforce boards' mission and success in reaching targeted goals by accepting ownership of novel pilot projects, seeking innovative grant opportunities, and implementing value-added methods to achieve advanced accomplishments in the region.
- Coordinate visits with state and federal monitors, auditors, and representatives of these groups to assess performance and regulatory compliance.
- Ensure that all operations comply the Illinois Open Meetings Act through advanced notifications, public postings, and transparent data provision.
- Develop and advance the public workforce system through an interactive website to provide meaningful and easily accessible information to the public, job seekers, and employers.
- Develop and maintain labor market information and reports to both internal and external stakeholders on a routine basis; provide analytics and interpretation of employment statistical data to produce reports related to occupational staffing, wage rates, employment and unemployment patterns, and in-demand occupations.
- Oversee the overall direction of course certifications, on-the-job training programs, and apprenticeship and pre-apprenticeship programs.

- Represent the local workforce board at regional, state, and national meetings and conferences; make public presentations on workforce development issues, serve as an expert on WIOA.
- Manage the identification of eligible providers of adult and youth workforce development services in compliance with WIOA regulations; conduct programmatic monitoring, recommend system changes to advance service quality.
- Identify and seek out new grant opportunities and pursuit of financial and other resources to optimize workforce development strategies in the local area.

Required Knowledge, Skills, Characteristics and Abilities:

- Bachelor's degree in relevant field required.
- At least 10 years of experience in a leadership role in the workforce development or related field
- Ability to learn working knowledge of the Workforce Innovation and Opportunity Act (WIOA) and associated state and federal administrative and regulatory requirements
- Must possess strong leadership skills, effective written and oral communication abilities, including the ability to speak comfortably before large audiences and engage in open dialogue
- Ability to convey complex concepts accurately and succinctly to distinctly different audiences
- Ability to build consensus among workforce system stakeholders;
- Have a strong commitment to improving employment and economic opportunities for all members of the local community.
- Adherence to the principles of EEO and ADA
- Knowledge and respect for diverse cultures and lifestyles and challenges of poverty in the community
- Ability to understand the vision, mission and values of the agency perform as a team member of the organization to implement effective initiatives

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop individualized business plans
- Travel to meetings, training, service delivery, and other work sites
- Provide direct work with business, employers, etc. approximately 75% of workweek
- Travel and/or complete program related functions sitting/ standing at a desk approximately 25% of workweek
- Lift and carry equipment necessary to complete work, approximately 20 pounds

Competencies:

- **Decision-Making and Analytical Skills** – Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements. Perform professional level work requiring a wide range of administrative, technical, budgeting, finance, legal or managerial methods applied to complex problems.
- **Leadership** – Possess advanced analytical and influencing skills. Must have the ability to manage grants, contracts, projects, and processes across functional areas. Must have the ability to apply best practices and the workforce team’s talent to add value to the public workforce system through successfully:
 - Leading a team and building strong community relationships
 - Researching, writing, and implementing grant agreements
 - Engaging with state and federal officials to stay current on legislation, new developments, and policy and program interpretation
 - Innovating with community and employers to offer new or enhanced workforce training and career advancement opportunities
 - Understanding the culturally diverse needs across the region and align workforce development strategies to remove barriers
 - Managing multi-year grant budgets with complex revenue streams
 - Formulating and executing strategic plans and developing innovative initiatives
- **Problem Solving/Analysis** - Able to understand the root of issues, and actively works through them to find the best possible solution for the organization. Is proactive in bringing problems forward as they occur. Has a strong sense of urgency about solving problems and completing work.
- **Communication Proficiency** - Communicates clearly, concisely and candidly with people at all levels of the organization; avoids vagueness, ambiguity and mixed messages. Presents information in a clear, succinct and effective manner while using appropriate tone, inflection and choice of words. Presents ideas and facts clearly and effectively in writing and minimizes or avoids spelling and grammatical errors.
- **Ethical Conduct**- Demonstrates a sense of corporate responsibility. Driven by positive moral principles that govern their approach to their work.

- **Time Management** - Ability to plan and exercise conscious control over the amount of time spent over specific work activities. Develops or uses systems to organize and keep track of information (e.g., "to-do" lists, appointment calendars, follow-up file systems). Keeps clear, detailed records of activities related to accomplishing stated objectives. Knows status of one's own work at all times.

Work Environment:

- Ability to attend program meetings and/or training as required.
- Ability to work a flexible schedule to accommodate scheduling needs including periodic evenings and weekends.
- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____

Revised: May 7, 2020