

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title:	Apprenticeship Specialist
Reports To:	Director of Workforce Development
Supervises:	None
FLSA Status:	Non-Exempt
Pay Grade:	2

General Duties:

The Apprenticeship Specialist works with the Director of Workforce Development to facilitate activities and achieve outcomes that lead to apprenticeship expansion in Illinois' Economic Development Region (EDR) 2. In collaboration with Parkland College, the Apprenticeship Specialist will engage new businesses, plan and host at least two outreach events (either virtually or in-person), support several industry sector partnerships, expand existing registered apprenticeships, develop new pre-apprenticeships, participate in East Central Illinois Apprenticeship Expansion Coalition meetings, research apprenticeships in EDR 2, and provide reports on research, activities, and outcomes. This position is grant-funded.

Specific Duties and Responsibilities:

- With the Director, quickly learn the economic and educational landscape for apprenticeships and apprenticeship expansion.
- Through collaboration with Parkland College, conduct research on industries and apprenticeships in EDR 2.
- Through collaboration with Parkland College, engage businesses on apprenticeships, skill needs, job forecasts, and preferred training methods.
- Through collaboration with Parkland College, plan and host outreach events to discuss apprenticeships with businesses and other stakeholders.
- Through collaboration with Parkland College, support industry sector partnerships.
- Through collaboration with Parkland College, expand existing registered apprenticeship

and pre-apprenticeship programs, and develop new apprenticeship and pre-apprenticeship programs.

- With the Director, engage youth providers in LWIA 17 and LWIA 18 on registered pre-apprenticeship and apprenticeship programs.
- With the Director, engage business services representatives in LWIA 17 and LWIA 18 on registered pre-apprenticeship and apprenticeship programs.
- With the Director, engage the East Central Illinois Apprenticeship Expansion Coalition and identify best-practices for apprenticeship expansion, including a hub-and-spoke model for messaging and referrals.
- With the Director and in collaboration with Parkland College, research how to use DEI as a recruitment and retention strategy for businesses, specifically as it relates to apprenticeships and increasing representation in different industries.
- Compile reports as directed and provide comprehensive quarterly reports on activities and outcomes to the Director.
- Other duties as required.

Required Knowledge, Skills, Characteristics and Abilities:

- Associate degree preferred or equivalent experience.
- At least two years of previous experience in administrative project management.
- Knowledge of modern office procedures and office equipment.
- Excellent organizational skills and attention to detail.
- Ability to establish and maintain good working relationships with staff and the public.
- Ability to make routine mathematical computations, enter data accurately, communicate accurately and efficiently, and to present a good public relations image of the RPC to the community.
- Excellent oral and written communication skills.
- Ability to use email and MSWord, MS Excel, MS PowerPoint and the ability to learn project specific computer software programs.
- Ability to work off-site with minimal supervision.

Essential Functions:

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

- Enter data accurately into multiple systems.
- Communicate effectively and professionally with clients, coworkers, and stakeholders.
- Manage multiple projects and to deliver outcomes that positively impact the needs of the Illinois Apprenticeship Expansion program.
- Be responsive to the needs of the Director and Coalition.
- Sitting/standing at a desk approximately 90% of workweek.
- Lift and carry equipment necessary to complete work, approximately 20 pounds.
- Ability to travel to meetings, training, service delivery, and other worksites as required to meet program needs.
- Ability to make effective decisions that result in achieving goals of the department and organization.

Competencies:

- **Collaboration:** Ability to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. Collaboration applies when a person is a member of a group of people functioning as a team, but not the leader. Acts to promote good working relationships regardless of personal likes or dislikes; breaks down barriers across groups; builds good morale or cooperation within the team, including creating symbols of group identity or other actions to build cohesiveness; encourages or facilitates beneficial resolution to conflict.
- **Communication Proficiency:** Demonstrates the ability to speak to a variety of audiences in an effective and understandable manner; presents complex program related information to internal and external stakeholders; capable of communicating information in a variety of ways based on the audience. Presents ideas and facts clearly and effectively in writing, and minimizes or avoids spelling and grammatical errors.
- **Composure:** Conveys a positive image of him/herself, his/her team, and the company effectively. Understands how tone of voice, word usage, eye contact, and body language affects others' perception of him/her.
- **Customer Focus:** Convergence of product awareness, attitude, efficiency, and problem solving in a way that adds value to the team, role or organization. Satisfies expectations and requirements from both internal external stakeholders. Identifies customer needs and is able to provide solutions or answers to problems.
- **Decision Making:** The thought process of selecting a logical choice from the available options. When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.
- **Effectiveness:** Ability to organize work process in such a way to "get the job done" using proper tools and support, and leveraging management, peers, and team members. Completing work that has been outline in an effective manner, which includes being done in a timely fashion to meet deadlines, and in a manner, that fulfills all requirements of the work.
- **Efficiency:** Able to achieve maximum productivity with minimum wasted effort or expense.
- **Ethical Conduct:** Demonstrates a sense of agency responsibility. Driven by positive moral principles that govern their approach to their work.
- **Interpersonal Skills:** The qualities and behaviors a person uses to interact with others properly. An employee's ability to work well with others while performing their job. Knowledge of social expectations and customs. Sometimes described as social intelligence, which relies on paying attention to the actions and speech of others and interpreting them correctly as part of forming a response.
- **Motivation to Succeed:** The ability to stimulate interest and enthusiasm in others in a way that benefits the organization; creates a work environment that inspires people to do their best. The willingness to take self-directed or self-motivated actions to do more than is expected in the job with the aim of improving job performance and finding or creating new opportunities. Actively looks for challenges and is committed to meeting them. Enables others to acquire the tools and support they need to continuously improve their respective performance levels. Shows eagerness to develop. Is proactive in searching for new opportunities for both, himself/herself and for the organization, and follows up on

these. Is willing to go beyond the requirements of the job and take on responsibilities that are not considered his/her own.

- **Planning:** Assists in the formulation of both long-term and short-term strategies, projects and procedures by either actively participating in the planning process or by providing substantive input or data. Able to assess the actions, time and resources needed.
- **Problem Solving/Analysis:** Even in the most complex situations, breaks down problems into their fundamental parts, identifies their root causes, analyzes costs, benefits, risks, and chances for success of potential solutions, and creatively attacks problems in ways that lead to innovative solutions.
- **Professionalism:** Demonstrates a high-level of professional etiquette with internal and external stakeholders. Maintains tact in addressing difficult, awkward or conflicting situations. Displays consistent poise in all facets of his/her work.
- **Project Management:** The practice of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time.
- **Quality of Work:** Demonstrates a commitment to accuracy and thoroughness, and is fully committed to excellence in all phases of his/her job. Identifies and resolves mistakes, errors or omissions quickly and thoroughly.
- **Quantity of Work:** Achieves maximum productivity. Is effective in using time wisely and allocating tasks to ensure that all work is completed in a timely manner.
- **Respect for Diversity:** Manages all kinds and classes of people equitably and inclusively. Respects diverse perspectives. Supports equal and fair treatment and opportunity for all.
- **Resource Management:** Ability to effectively manage all resources, such as time-required to achieve organizational goals and business results.
- **Team Work:** Provides assistance, information or other support for the team to build or maintain relationships with them. Works well with other team members and does not contribute to unproductive group conflict.
- **Technology:** Comfortable using technology to accomplish tasks including adapting to new technology to optimize performance.
- **Time Management:** The process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands with the finiteness of time.

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work.
- Evening and weekend availability required as needs of the program dictate.

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 _____

Revision Date: 10/28/2022