

Deputy Workforce Development Director Tompkins County

Department: Workforce Development
Classification: Non-competitive
Labor Grade: Management Grade 85
Approved: 7/18/19
Revised: 3/21; 12/23
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, **AND** three (3) years of full-time paid administrative experience in employment program planning development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, 6 months of which must have been in a supervisory capacity; OR
2. Graduation from a regionally accredited or New York State registered two year college with an Associates Degree or possession of sixty college credit hours **AND** five (5) years of full-time paid administrative experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, 6 months of which must have been in a supervisory capacity;
3. Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of full-time paid administrative experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, 6 months of which must have been in a supervisory capacity; OR

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

Workforce Development operates with two Deputy Directors who are responsible for assisting the Director with the operations and programming of the Career Center and the Workforce Development Board. The positions involve planning, organizing, and directing the activities of a Workforce Development Department as well as the coordination, oversight, monitoring and continuous improvement of a wide variety of workforce development initiatives and contractors. The Deputy Workforce Development Directors are authorized to act for and in place of the Workforce Development Director in their absence. An employee in this class must relate applicable fiscal, economic, technical and best practices information to various workforce development programs to upgrade and improve the employability skills of underemployed/unemployed/not in the labor force residents and the availability of a skilled labor force to meet the needs of local businesses in the area served. The work is performed under the general direction of the Workforce Development Director in accordance with policies, laws and regulations outlined by the Workforce Development Board and the New York State Department of Labor and is expected to exercise a high level of autonomy and independent judgement. The employees may serve as lead staff persons to WD committees, agency collaboratives, community initiatives, higher education partnerships, economic development agencies and various key stakeholders involved in workforce development. The incumbents will perform all related duties as required.

TYPICAL WORK ACTIVITIES :

- Acts in place of the Workforce Development Director in their absence;
- Assists the Director with planning, organizing, directing, coordination and supervising the activities of the Workforce Development Department;
- Keeps abreast of federal and state law, regulation and policies that broadly impact workforce development as well as the WDB and Career Center operations;

- Acts as staff and technical expert to one or more WD committees;
 - Analyzes program data and develops program outcome reports;
 - Assists in securing resources through identifying and responding to available funding opportunities;
 - Develops and delivers training to contractor staff;
 - Serves as a technical advisor to various workforce development programs;
 - Develops policies and procedures as well as policy and procedure changes for recommendation to the Workforce Development Board;
 - Recommends policy and procedure changes in response to federal and state program audits;
 - Develops monitoring tools;
 - Oversees, coordinates, provides technical assistance and monitors WD subcontractors and the Career Center to ensure compliance with federal, state and local laws, regulations and WD policies;
 - Acts as principal liaison to state program oversight staff;
 - Convenes the WD system partners to ensure that services are being provided seamlessly and resources maximized to provide the highest quality of services to businesses and jobseekers;
 - Prepares a wide variety of records and reports designed to provide workforce system performance information as well as labor market information;
- Speaks to community groups about the work of the agency and, in other ways, disseminates information to the public;
 - Assists with the preparation of budgets;
 - Attends Workforce Development and committee meetings;
 - Monitors Career Center programmatic operations;
 - Ensures fiscal and programmatic compliance of the department in accordance with the Workforce Innovation and Opportunity Act (WIOA), and local, state, and federal policies and guidelines;
 - Assists Workforce Development Director with Local Plan, workforce research and regional market analysis, career pathways development, negotiation of local performance accountability, selection of operators and providers, and coordination with education partners;
- Provides staff guidance on the New York State One Stop Operating System (OSOS) to ensure customer registrations, activities, services, referrals and case notes are accurately entered, documented, and maintained;
 - May issue ITA's (training vouchers) pursuant to the demand occupation list and the priority of service policies as established by the local board;
 - Participates in or co-conducts regular staff and management meetings for on-site partners;
 - May work closely with and evaluate training providers to ensure that the appropriate training courses are available in the area consistent with the local demand occupations list;
 - Performs other duties as assigned
 - Manages the Workforce Development Career Center staff and Workforce Innovation and Opportunity Act (WIOA) Title I programs: Adult, Youth, and Dislocated Worker
 - Reports to the Workforce Development Board and committees of the Board regarding program performance and service delivery

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of economics, social science and educational concepts related to poverty, unemployment and workforce development;
- Thorough knowledge of the principles, practices, and techniques of administration and administrative supervision
- Thorough knowledge of occupational and industry sector conditions and trends;
- Thorough knowledge of public and private resources for the provision of workforce development services;
- Thorough knowledge of community organizations in relationship to workforce development programs;
- Good knowledge of principles, practices and techniques of program oversight and monitoring;
- Ability to establish and maintain an effective working relationship with contractors, private and governmental agencies, and businesses;
- Skill in analyzing and interpreting data and information related to Employment and Training Programs;
- Skill in the operation of a personal computer and associated software and hardware;
- Ability to evaluate employee performance and recommend corrective action to establish compliance;
- Ability to address organizations, agency representatives, businesses, the county legislature and WDB effectively;
- Ability to prepare or supervise the preparation of complex and detailed records and reports;

- Skill in analyzing and interpreting data and information related to workforce development programs;
- Ability to express oneself effectively, both orally and in writing;
- Ability to understand oral and written directions;
- Ability to understand, interpret and implement complex oral and written instructions;
- Ability to build partnerships
- Creative thinking, tact, initiative and good judgment are required;
- Emotional maturity, resourcefulness, initiative and considerable tact are required;
- Physical condition commensurate with the demands of the position.

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