



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: WORKFORCE DEVELOPMENT SUPERVISOR I - II

DEFINITION: Under direction, coordinates workforce development programs, activities, and/or services in the Training and Employment Development Division.

REPORTS TO: Training and Employment Development Officer

DISTINGUISHING CHARACTERISTICS:

Grade Level I - coordinates one of the following workforce development programs, activities, and/or services: Quality Assurance, Special Projects/Welfare-to-Work, or Financial Services;

Grade Level II - coordinates one of the following more complex workforce development programs, activities, and/or services: Business Services, Youth Programs and Services, Administrative Services, or Adult Programs and Services.

EXAMPLES OF DUTIES:

Grade Level I positions are assigned to perform duties in one of the following programs, activities, and/or services:

- Coordinates the Quality Assurance activities in the Training and Employment Development Division which includes workforce development program monitoring and compliance, technical assistance, customer grievance and complaint resolution, facilities management, workplace safety, and EEO compliance;
- Coordinates the Special Projects/Welfare-to-Work activities in the Training and Employment Development Division which includes planning, development, grant preparation and monitoring of Welfare-to-Work activities and other special projects involving competitive grant funding for workforce development programs;
- Coordinates the Financial Services in the Training and Employment Development Division which includes planning, preparation, reporting and monitoring of the budget and accounting activities for workforce development programs;

Grade Level II positions are assigned to perform duties in one of the following programs, activities, and/or services:

- Coordinates the Business Services Section in the Training and Employment Development Division which includes planning, development, and implementation of marketing activities to achieve business support and job placement of participants in workforce development programs;
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- Coordinates the Youth Programs and Services in the Training and Employment Development Division which includes planning, development, and delivery of youth workforce development program activities at the Youth Job Start Office which includes programs for out of school youth, the summer youth employment and training, the hire-a-youth, and special youth projects;
- Coordinates the Administrative Services Section in the Training and Employment Development Division which includes planning, development, and maintenance of the Section's Information Systems Unit for support of systems and technology, Data Collection/Reporting Unit for support of State's Job Training automated system activities including data collection and reporting, Data Analysis Unit for support of program data analysis, the Contracts/Procurement Unit for support of procurement of goods and services, and the preparation and execution of contracts and sub-grant agreements;
- Coordinates the Adult Programs and Services for all adult workforce development programs in the Training and Employment Development Division which includes the operations and oversight of the City's Career Transition Center, planning and coordination of adult client outreach, workshops, and training activities, and the direct supervision of contract staff responsible for providing direct adult client services;

MINIMUM REQUIREMENTS:

Graduation from an accredited four-year college or university with a Bachelor's degree in Public Administration, Business Administration, Economics, or a closely related field; and four years of progressively responsible administrative experience involving one or more of the following specialty areas:

- Quality Assurance - Specific experience monitoring workforce development programs for compliance; providing technical assistance; and coordinating customer grievance and complaint resolution, facilities management, workplace safety, and EEO compliance requirements. Requires comprehensive knowledge of the following specific sections of the Job Training Partnership Act, Workforce Investment Act, or other current state or federal legislation governing workforce development programs: services to disadvantaged adults, summer youth employment programs, services to disadvantaged youth, services to dislocated workers, monitoring compliance, grievance procedures, and compliance with labor standards.
- Special Projects/Welfare-to-Work - Specific experience planning, grant writing, developing, and monitoring of Welfare-to-Work activities and other special projects involving competitive grant funding for workforce development programs. Requires comprehensive knowledge of Title IV, Part A of the Social Security Act, the Welfare-to-Work Interim Rule, and other current state or federal legislation governing Welfare-to-Work programs.

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- Financial Services - Specific experience planning, preparing, and monitoring the budget and accounting activities for workforce development programs. Requires comprehensive knowledge of the following specific sections of the Job Training Partnership Act, Workforce Investment Act, or other current state or federal legislation governing workforce development programs: fiscal Requirements, including limitation of funds and fiscal accountability/allowable costs, procurement of goods and services, reports and record keeping, use of funds for youth activities, use of funds for adult training activities, requirements for administrative expenditures, and requirements for all expenditures.
- Business Services - Specific experience in the planning, development, and implementation of marketing activities to achieve business support and job placement of participants in workforce development programs. Requires comprehensive knowledge of the following specific sections of the Job Training Partnership Act, Workforce Investment Act, or other current state or federal legislation governing workforce development programs: dissemination of program Information to employers, job training incentive programs through on-the job training services, job search assistance and retraining services for dislocated workers, rapid response services, and development of training programs with employers for incumbent and new workers.
- Youth Programs and Services - Specific experience in the planning, development, and delivery of youth workforce development program activities which includes programs for out of school youth, the summer youth employment and training, the school to career network, and special youth projects. Requires comprehensive knowledge of the following specific sections of the Job Training Partnership Act, Workforce Investment Act, or other current state or federal legislation governing workforce development programs: job training programs for economically disadvantaged youth, youth job training program services, including objective assessment, work experience, mentoring and limited internships, youth employability systems, including basic skills, job specific skills and pre-employment/work maturity skills training, and summer youth employment training programs.
- Administrative Services - Specific experience planning, developing, and maintaining information systems and technology in support of the State's job training automated system activities, including data collection and reporting; providing support of program data analysis; providing the support of procurement of goods and services, and the preparation and execution of contracts and sub-grant agreements. Requires comprehensive knowledge of the following specific sections of the Job Training Partnership Act, Workforce Investment Act, or other current state or federal legislation governing workforce development programs: reports and record keeping, maintenance of a management information system, managing contracts for goods and services, evaluation of training provider performance, individual training accounts, collection and evaluation of customer satisfaction data, and collection, evaluation and dissemination of core indicators of performance.

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- Adult Programs and Services - Specific experience in the operations of federally supported “one stop” career center, planning and coordination of adult client outreach, workshops, and training activities, and the direct supervision of staff responsible for providing direct adult client services. Requires comprehensive knowledge of the following specific sections of the Job Training Partnership Act, Workforce Investment Act, or other current state or federal legislation governing workforce development programs: eligibility requirements for job training programs, training services, such as, basic skills training, occupational training and supportive services, employment and training services of disadvantaged adults, employment and training services of dislocated workers, requirements of the local one-stop delivery system, core services, intensive services and training services provided by the one-stop delivery system.

Additional experience offering specific and substantial preparation for the duties of the position may be substituted for up to two years of the required education on a year-for-year basis. A Master’s degree maybe substituted for up to one year of the required experience.

A valid motor vehicle operator’s license.

HISTORY:

Established: 07/21/99

Approval/Adoption Date: 07/21/99