

VDOL Workforce Development and Training Coordinator

Job Code:

Pay Plan:

Pay Grade:

Occupational Category: Administrative

Effective Date:

Class Definition:

Administrative, planning, research, evaluation and outreach work for the Vermont Department of Labor, reporting to the Commissioner. Position serves as the liaison to the State Workforce Development Council (WDC). May also provide program monitoring and outreach for other state and federal programs in the department.

Examples of Work:

- (1) Performs complex strategic planning and recommendations in accordance with the Department's obligations under 10 VSA sections 541 and 543; Conducts research projects, advises the Commissioner, Division Directors and the WDC on new and innovative programs in workforce education and training, recommend best practices and policies, and present complex information in a manner that is clear and concise.
- (2) Supports the Commissioner and the WDC Council in their roles and responsibilities which include advising the Governor and the Legislature on the establishment of an integrated network of workforce education and training for Vermont.
- (3) Helps coordinate planning and services for an integrated network of workforce education and training and oversee its implementation at State and regional levels.
- (4) Provides information that will enable the Commissioner and the WDC to establish goals for and coordinate the State's workforce education and training policies. Drafts MOUs between the VDOL and other agencies involved in Vermont's integrated network of workforce education and training.
- (5) Design and implement ongoing stakeholder engagement process that brings together employers with potential employees, including students, the unemployed, and incumbent employees seeking further training and career development and options.
- (6) Carries out the duties assigned to the WDC as required for Vermont's single-service delivery state, under the Workforce Investment Act of 1998, and any amendments.
- (7) Consults with employers, educators, regional workforce development partners, local investment boards, labor unions, and other stakeholders for purposes of identifying problems, employment trends and requests for assistance, issues for further study, etc., and advises the Commissioner and the WDC on workforce issues and initiatives.
- (8) Assists the Commissioner and Department in working with partner agencies and interested stakeholders on workforce development, including research, evaluation and project work.
- (9) Provide administrative support for the WDC, including research, compiling materials, and preparing for the WDC meetings, presentations and projects. May help facilitate group meetings, and assist in agenda planning, research and gather relevant documents and speakers.
- (10) Must draft the WDC Annual Work Plan, and finalize the document with approval of the Commissioner and WDC Chair.
- (11) Research, compile data, monitor programs, and write complex reports for state and federal agencies, the Vermont legislatures, USDOL and others.
- (12) Responsible to research public and private grant funding sources and opportunities, and to advise the Commissioner. Must be able to research, compile data, and prepare and write competitive grant applications for the Department relating to workforce education and training and

reemployment. Must be able to prepare RFP's, evaluate submissions, assist with recommendations, negotiate and write grant agreements, monitor grant performance, fiscal compliance, and compliance with terms.

(13) Assists with recruitment and vetting of candidates for WDC for their recommendation by the WDC Chair and Commissioner to the Governor for appointment.

(14) Assists the Department in identifying and recruiting members for WIA required committees.

(15) Coordinates solicitation of interested persons and the approval process for the "Approved Training Provider" list.

(16) Assists the Commissioner and WDC with review and drafting of policy, legislation and internal protocols relating to workforce development, training and funding.

(17) Monitors state and federal policy and funding issues, and report to the Commissioner and WDC Chair factual information, as well as possible state and federal decisions that may adversely impact the WDC and workforce programs in Vermont and nationally.

(18) May be assigned to work with legislators at the state and federal level on workforce issues.

(19) Coordinates with Commissioner to monitor WDC funding, and provides to VDOL Fiscal Unit all requested fiscal information and reports, in a timely and accurate manner.

(20) Coordinates the work for the annual recommendation from the Workforce Development Council to the Secretary of Administration on recipients and funding from the State's Next Generation money and criteria.

(21) Assist in the review and recommendation of grant applications received by VDOL, including WETF, WIA, SEO, Internships, and required workforce grants, etc.

(22) Proposes innovative ways for VDOL Divisions, WDC and other partner agencies to work together more effectively.

(23) Must manage projects and ensure that projects move forward in a timely and professional manner.

(24) May represent the VDOL Commissioner and/or the WDC Chair at public events, meetings and on committees.

Environmental Factors:

Duties are performed in a standard office setting. Attendance at a wide range of meetings requires that private means of transportation be available and may require attendance of meetings outside of normal office hours. Requires in-state and out-of-state travel.

Knowledge, Skills and Abilities:

Considerable knowledge of workforce education, training and development issues and programs, including employment trends, labor market information and best practices

Thorough knowledge of the federal Workforce Investment Act

Thorough knowledge of the One-Stop system and its associated grant requirements

Considerable knowledge of grant application procedures, writing, compliance and program administration

Considerable knowledge of the principles and practices of program monitoring and evaluation

Considerable knowledge of continuous improvement principles and techniques

Ability to develop program guidelines and procedures consistent with funding requirements

Ability to analyze a wide variety of data and to draw valid conclusions

Ability to communicate effectively, both orally and in writing

Ability to establish and maintain effective working relationships

Ability to effectively integrate department resources with regional and community partners and organizations

Ability to combine and integrate resources from a variety of sources into a more effective service delivery system

Excellent writing, analytic and verbal skills

Working knowledge of grant writing, grant compliance and administration

Must be proficient in math, budgeting, construction and maintenance of spreadsheets, and program administration

Ability to interpret and apply complex state and federal rules and regulations

Ability to work on several projects concurrently and set priorities

Education and Experience:

Education: Master's degree in public or business administration or economics, workforce development and education, or related field.

Experience: One year at a professional level in business, personnel administration, employment services, including demonstrated experience in grant writing.

OR

Education: Bachelor's degree.

Experience: Three years at a professional level in business or personnel administration or in workforce development and education, employment services, including demonstrated experience in grant writing.