



Leadership • Collaboration • Support

JOB TITLE: Program Manager, Workforce Development

Classified Managers Salary Schedule, Range 9

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Serves as the Program Manager for Workforce Development within Solano County. Acts as facilitator with districts and other agencies in operating workforce development programs. Provides direct program services that lead to intended outcomes and goals. Directs the supervision of the designated staff of the programs and evaluates their performance.

JOB REQUIREMENTS AND QUALIFICATIONS

- Valid California driver's license and personal vehicle for travel required.
- Bachelor's degree or appropriate experience.
- Minimum of four (4) years of work experience in workforce development, including job development, student outreach, and engagement and case management.
- Minimum of four (4) years of experience delivering services to one or more of the following sub-sets of Workforce Innovation and Opportunity Act (WIOA):
 - Justice-involved youth;
 - High school graduates who are low income and either basic skills deficient or are an English Language learner;
 - Youth in foster care or who have aged out of the foster care system;
 - Homeless youth;
 - Pregnant or parenting youth;
 - Youth with a disability;
 - Youth within a high-poverty area in Solano County.
- Knowledge of laws, regulations, job market information, employment trends, and community and state resources affecting assigned programs; to include:
 - Individuals with Disabilities Education Act; as it relates to Transition Services and Transition Planning.
 - WIOA; as it relates Vocational Rehabilitation, Adult School and Workforce Development Board.
- Knowledge of community and state resources, and public and private agencies providing workforce development programs.
- Knowledge of basic budget preparation.
- Knowledge of computers and related software.
- Ability to compile, analyze, and apply appropriate labor market statistics, information, and data for presentations, and projections for program objectives.

- Ability to speak effectively to large and small groups.
- Ability to present a positive public image.
- Ability to establish and maintain effective relationships with students, staff, local business and educational community, and the general public.

ESSENTIAL DUTIES

- Develop and deliver innovative outreach and recruitment designed to engage targeted population.
- Assess and address barriers that target the population face when entering the workforce.
- Provide work and learning opportunities that engage target population in paid work experiences that aligns with their chosen career.
- Develop relationships with businesses/employers that lead to job placement opportunities for targeted population.
- Prepare comprehensive narratives, statistical and program reports, oral presentations, as well as, maintain files in a confidential manner.
- Remain current with job market information, statistics, and graphs via computer.
- Serve on committees as assigned.
- Assist in budget and long-range planning of Workforce Development programs.
- Write grants/contracts, while monitoring and reporting progress.

MARGINAL DUTIES

- May serve on management negotiations team as required.
- Serves as a member of Management Advisory Council.
- Performs other related duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

Employees in this classification direct, coordinate, supervise, and formally evaluate the work of departmental personnel.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (40%) Walking (30%) Sitting (30%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (3) Bending (3)

Pushing and/or
Pulling Loads (3)

Reaching
Overhead (3)

Kneeling or
Squatting (2)

Climbing Stairs (2)

Climbing Ladders (0)