

WORKFORCE DEVELOPMENT SPECIALIST**Nature of Work**

Under general supervision, performs specialized administrative and technical work in the coordination of monitoring and compliance programs in the Governor's Workforce Investment Office (GWIO). Provides consultation to workforce development boards and regional One-Stop Career Centers in the interpretation and application of the Workforce Investment Act laws and regulations. Monitors and evaluates local office activities; assists in the preparation of the State Workforce Development Plans. Performs related work as required.

Examples of Work

- Consults with local workforce boards and One-Stop Career Center directors and staff to compile information on mandated services.
- Analyzes center performance indicators to verify compliance with federal and state laws, policies and guidelines; recommends revisions to performance measures.
- Monitors and reviews One-Stop Career Center operational plans and policies.
- Interprets Workforce Investment Act laws and regulations; consults with regional One-Stop Career Center staff on the application of relevant laws and regulations.
- Collaborates with Governor's Workforce Investment Office personnel in the implementation of Workforce Investment Act laws, regulations and policies.
- Assists in the compilation and drafting of the Annual State Workforce Development Plan.

Knowledge, Skills and Abilities

- Knowledge of state and federal workforce development laws, regulations and policies.
- Knowledge of program monitoring and evaluation techniques and procedures.
- Ability to interpret and apply state and federal workforce development laws and regulations.
- Ability to monitor and evaluate workforce development local office programs and activities.
- Ability to use database software for compiling and presenting data.
- Ability to establish and maintain effective working relationships with others.
- Ability to prepare detailed written reports.

9493

WORKFORCE DEVELOPMENT SPECIALIST (CONT'D)

Minimum Qualifications

Training: Graduation from an accredited four year college or university.

Experience: One year successful full-time or equivalent part-time paid experience in a technical, professional or administrative capacity in a field of work closely related to the job assignment, such as personnel, healthcare, education, industrial relations, counseling and guidance, public relations, training, psychology, or employment placement services.

Substitution: Graduate study in one of the related fields listed above may be substitute for the required experience on a year-for-year basis.

Established: 02/21/02
Effective: 04/01/02