

*workforce***CONNECTIONS**

Director of Systems Analysis and Operational Alignment

Date Approved:

FLSA Status: Exempt

REPORTS TO: Executive Director

POSITION STATEMENT: Manages state and federal workforce systems alignment for *workforce***CONNECTIONS**. Work with state and local workforce agencies in developing strategic work plans in support of Nevada's statewide workforce initiatives. Maintain a strong working partnership with Nevada Department of Employment, Training and Rehabilitation (DETR) and Nevadaworks in all aspects of workforce policy development, program coordination and project implementation. Direct various special projects and activities in support of Local and State WIB plans and objectives.

SUPERVISION EXERCISED: Provides supervision to assigned staff.

SUPERVISION RECEIVED: Receives direction from the Executive Director

ESSENTIAL AND MARGINAL FUNCTIONS STATEMENT:

Essential and other important responsibilities and duties may include, but not limited to, the following:

Essential Functions:

1. Directs and coordinates workforce system alignment functions in collaboration with Nevadaworks, Nevada Department of Employment, Training and Rehabilitation, and United States Department of Labor. Leads implementation of Statewide Workforce Development Alliance described in the Memorandum of Understanding (MOU) developed by DETR, Nevadaworks and *workforce***CONNECTIONS**.
2. Develops and maintains strong partnership relationships with state and federal workforce agencies.
3. Directs the alignment of Local WIB WIA strategic planning processes and compliance processes with Nevadaworks, DETR and U.S. Department of Labor.
4. Ensures that the agency maintains compliance with all federal, state and local laws and statutes, and that all required reports to state and federal agencies are complete, accurate and timely.
5. Establishes quality assurance processes and procedures, provides oversight for the agency's contract management processes, and leads the tracking of key performance indicators and the formulation of corrective action plans.

6. Facilitates and oversees the expansion of employment and training services for persons with disabilities and for U.S. military veterans.
7. Provides technical assistance in support of the agency's workforce development initiatives.
8. Prepares and presents timely updates, reports and other necessary communications to the Executive Director, relevant committees and the *workforce***CONNECTIONS** Board.
9. Assists in the identification of, and the coordination of resources in pursuit of, state and federal workforce funding opportunities.
10. Serves as a representative of *workforce***CONNECTIONS** to various outside entities as needed.
11. Provides staff support to relevant *workforce***CONNECTIONS** committees and projects.

Marginal Functions:

1. Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Current knowledge of and experience in implementing federal and state laws, statutes, policies and regulations pertaining to workforce investment boards and the Workforce Investment Act.
- Current knowledge of national and local economic and employment trends and conditions.
- Comprehensive knowledge of and experience in managing local, state and federal workforce system strategic planning and system alignment processes.
- Thorough knowledge of modern senior management techniques and practices.

Ability to:

- Analyze problems and opportunities, identify and evaluate alternatives, and develop sound, effective approaches.
- Plan, implement and evaluate the achievement of goals, objectives and work plans.
- Lead, motivate and supervise senior staff and other employees.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective cooperative working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Sitting for extended periods of time; and

- Operating assigned equipment.
- Maintain effective audio-visual discrimination and perception needed for:
 - Making observations;
 - Communicating with others;
 - Reading and writing; and
 - Operating assigned equipment
- Maintain mental capacity which allows the capability of:
 - Making sound decisions;
 - Effective interaction and communication with others; and
 - Demonstrating intellectual capabilities.

EDUCATION AND EXPERIENCE:

A Bachelor's degree in business or public administration or a closely related field, and seven years increasingly responsible management experience, including three years at a senior management level. A combination of formal education and directly related work experience may substitute for the degree.

A valid Nevada driver's license and the ability to maintain insurability.

WORKING CONDITIONS:

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time and the use of fingers.

EEO/AA Employer