Job Description: WORKFORCE DEVELOPMENT PLANNING
PROGRAM SPECIALIST

CLASS NO. 709  EEOC CATEGORY: Professional
PAY GROUP: 6/7  FLSA: Exempt

SUMMARY OF POSITION
Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS
1. Reports to: Workforce Development Associate Director.
2. Directs: This is a non-supervisory position.
3. Other: Works with departmental staff, program participants, training institutions, employers, contractors, representatives of governmental agencies, employers, and the general public.

EXAMPLES OF WORK

Essential Duties*
Prepare program policies and procedures;
Plans and develops workforce training programs, ensuring compliance with applicable local, state, and federal policies and statues;
Prepares grant applications and plans in order to receive funding for various workforce training programs;
Evaluates performance and makes recommendations for program improvement and corrective actions;
Collects, organizes and analyzes data required in the development of various planning, contractual and informational documents;
Assists in the preparation of service delivery contracts and training agreements;
Maintains up-to-date knowledge of local, state, and federal guidelines and policies governing workforce training programs;
Assists in the preparation, review, and submission of required reports, papers, correspondence, and other documents, ensuring clarity, completeness, accuracy, and conformance with applicable policies;
Assists in the coordination of program activities with other agency departments and liaison activities to various policy and advisory committees, governmental agencies, local officials, and

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
community and private sector organizations on matters relating to program activities; and
Coordinates, schedules, and attends various meetings and seminars and makes presentations, as appropriate.

Other Important Duties*
Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of: local, state, and federal guidelines and policies governing workforce programs; budgetary processes and procedures; and contract development and administration.*

*Skill/Ability to: understand, apply, and communicate to others rules, regulations and guidelines prepared by state and federal agencies for workforce development programs; mentor and motivate employees; establish and maintain effective working relationships with governmental agencies, local employers, training institutions, coworkers, program participants and the general public; demonstrate proficiency in both oral and written communication; and analyze and interpret data.*

**ACCEPTABLE EXPERIENCE AND TRAINING**

Master’s degree in public administration, social science, education, or a related field, plus at least one year of experience in workforce development;

*or bachelor’s degree in public administration, social science, business, education, or a related field, plus at least two years of experience in workforce development;*

*or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.*

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

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