

SENIOR WORKFORCE DEVELOPMENT ANALYST

Definition:

The Senior Workforce Development Analyst is a mid-level management position within the Division of Economic and Workforce Development of the Chief Administrative Office. Each Senior Workforce Development Analyst is responsible for the planning, development, implementation, and oversight of the Division's program specific grants. He or she reports directly to either a Deputy Director or the Assistant County Administrative Officer.

The Senior Workforce Development Analyst is the highest-level analyst within the Division. Employees in this classification regularly exercise their independent judgment and discretion in their areas of assigned responsibility to a high degree. Incumbents are distinguished from other analyst classifications within the Division by the advanced degree of competency, independent judgement, decision-making ability, and oversight responsibility required.

This position is mid-management and exempt from overtime eligibility.

Essential Functions:

- Supervises professional and support staff engaged in the workforce development and grant managements functions of the Division.
- Reviews the work of staff and develops performance standards to ensure consistency with established professional and legal standards.
- Develops and implements policies and procedures to continually assess and improve sub-recipient performance and ensure that sufficient technical assistance is provided on an ongoing basis.
- Reviews information gathered and analyzes data and proposals for completeness, logic of reasoning and appropriateness of recommendations for consideration by superiors.
- Receives requests and inquiries from department officials and confers with them regarding issues and disposition of problems.
- Analyzes new legislation, case law, and related materials to determine impact on operations.
- Communicates and provides administrative guidance about state, federal and county legislation, rules, regulations, and policies.
- Performs or coordinates complex studies and prepares reports.
- Represents department at meetings and before groups; writes correspondence and prepares reports.
- Uses a computer to writes reports, perform grant analysis and conduct research.
- Coordinates the preparation of grant applications, modifications of grants, and the preparation and execution of subcontracts.
- Oversees procurement of sub-recipients for required services under applicable grants.
- Guides efforts to identify and implement promising, innovative and best practices in respective grant areas, including the development of new service models.

- Oversees annual fiscal and programmatic monitoring of sub-recipients to ensure compliance with applicable local, state, and federal regulations and/or guidelines.
- Coordinates the oversight and compliance of the Division and service providers with equal opportunity and nondiscrimination requirements; may serve as Division's Equal Opportunity Officer for federal grant funding.
- Oversees verification of sub-recipient compliance with contract requires such as audit reviews and insurance requirements.
- Prepares and presents Division budget information.
- Performs other relates duties as assigned.

Core Competencies:

Employees in this position will exhibit a high level of performance and capability in the following core competencies:

1. Leadership
2. Critical Thinking
3. Communication and Collaboration
4. Decision Making and Judgment
5. Technical/Functional Expertise

Employment Standards:

Bachelor's degree from an accredited college or university in Business or Public Administration or a related field and five years of progressively responsible professional experience in analytics or finance, including two years of supervisory or senior-level experience.

Possession of a valid California Driver's License.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local law (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

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