

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the State. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time State Program Officer, Equal Opportunity position. This is a full-time unclassified position in state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [click here](#). The annual salary for this position is up to \$65,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via e-mail to recruiter@okcommerce.gov.

Review of applications will begin immediately. **This position will accept applications until the position is filled.**

POSITION:	State Program Officer, Equal Opportunity
DIVISION:	Workforce Development
JOB LOCATION:	Oklahoma City
SALARY:	\$50,000 – \$65,000
JOB NUMBER:	J-738B

POSITION DESCRIPTION & ESSENTIAL JOB FUNCTIONS:

The State Equal Opportunity Officer for the Oklahoma Office of Workforce Development is responsible for the coordination and implementation of compliance with the Workforce Innovation and Opportunity Act (WIOA) Section 188, and Title 29 CFR Part 38. The State Equal Opportunity Officer serves as the liaison with the U.S. Department of Labor’s Civil Rights Center for recipients and sub-recipients of federal awards awarded in accordance with WIOA.

The Equal Opportunity Officer closely collaborates with the Executive Director and Deputy Director to ensure requirements outlined in WIOA and all applicable regulations are met and to expand the state’s equal opportunity strategic initiatives. Additionally, the Equal Opportunity Officer is responsible for monitoring sub-recipients for compliance and investigating recipients and sub-recipients when claims are filed in accordance with state issued policy.

- Collaborate closely with the Executive Director and Deputy Director to establish goals and priorities for the organization and workforce development in Oklahoma.
- Oversee and ensure compliance with all federally required and discretionary sub-awards including annual monitoring, providing training, and continued oversight.
- Development and submission of the state’s Non-Discrimination Plan.
- Ensure the timely and accurate preparation and submission of all federal and state required reports.
- Oversee and communicate compliance decisions and adjustments to internal and external



customers; resolve issues with monitoring agencies, develop and recommend corrective action in compliance with all applicable statutes, regulations, laws, and policies.

- Coordinate continuous improvement of OOWD's non-discrimination and equal opportunity policies and practices.
- Develop and implement training initiatives for WIOA recipients and sub-recipients.
- Develop and maintain monitoring tools, annual monitoring schedules, and policies.
- Serve as a liaison for and positively represent the OOWD at all times.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Possess strong analytical, technical, interpersonal, and organizational skills.
- Capability to interpret and apply regulatory practices, rules, and policies to factual situations.
- Capability to understand, interpret, and communicate federal, state, and local law pertaining to EEO.
- Ability to effectively communicate the results of monitoring and investigative processes to appropriate parties.
- Strive for excellent attention to detail and accuracy.
- Provide effective customer-centered guidance and assistance.
- Ability to work and partner with different agencies or groups.
- Understanding of the challenges and opportunities related to developing a workforce.
- Understanding of how federal/state/local government workforce development programs operate.
- Demonstrated ability to integrate concepts from multiple areas or disciplines.
- Ability to understand, analyze and resolve complex issues across multiple offices.
- Evidence of a history of demonstrating ethical and professional behavior.
- Ability to lead and manage a team of staff, if necessary.
- Strong verbal and written communication skills and professional demeanor.

EDUCATION AND EXPERIENCE:

- A bachelor's degree or master's degree in a related field from an accredited college/university or equivalent combination of education and experience is required.
 - Examples of related fields would include (but are not limited to) human resources, employment law, business, etc.
- 3-5 years of professional experience working with federal and/or state law.
- Experience with federal grants and/or assistance preferred.
- Experience with EEO/AA/ADA and/or labor law preferred.
- Experience in leading a staff.
- Experience in analyzing and interpreting data.
- Experience in workforce development programs preferred.

AA/EOE

