

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 to fill a full-time Performance Analyst position. This position is a full-time position in the state government. The Oklahoma Department of Commerce offers a comprehensive [Benefits Package](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [\[Click Here\]](#). The annual salary for this position is up to \$60,000, 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 email to recruiter@okcommerce.gov.

Review of applications will begin immediately. **The deadline to apply is Friday, June 10, 2022.**

POSITION: Performance Analyst
DIVISION: Workforce Development
JOB LOCATION: Oklahoma City
SALARY: \$50,000 – \$60,000
JOB NUMBER: J-758

POSITION DESCRIPTION & ESSENTIAL JOB FUNCTIONS:

The Performance Analyst is responsible for reporting, monitoring, and analyzing quarterly and annual performance data for the Workforce Innovation and Opportunity Act (WIOA) Title I Youth, Adult, and Dislocated Worker programs and any required performance for discretionary grant programs. Quarterly and Annual reporting will include contributing to any required narrative reports.

The Performance Analyst closely collaborates with the Deputy Director and the Director of Programs to ensure performance requirements outlined in WIOA and all applicable regulations are met and implement best practices in performance recording, reporting, and analysis. Duties for this position include, but are not limited to the following:

- Collaborate closely with the Deputy Director and Director of Programs to negotiate performance levels for Title I programs with the United States Department of Labor, Employment, and Training Administration (USDOL/ETA).
- Ensure the timely and accurate preparation and submission of all federal and state-required performance reporting, including narrative reports.
- Monitor and analyze available performance data to identify trends, best practices, and areas



of concern associated with meeting negotiated performance levels.

- Lead negotiations between the Oklahoma Office of Workforce Development (OOWD) and the Local Workforce Development Boards (LWDB) for WIOA Title I programs.
- Provide guidance and technical assistance to the LWDBs regarding negotiated performance levels.
- Serve as the primary point of contact between USDOLETA, OOWD, and the LWDBs.
- Contribute to the development and revision of policies, as necessary.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Possess strong analytical, technical, interpersonal, and organizational skills.
- Capability to interpret and apply regulations and policies to analyze different data sets.
- Evidence of history utilizing common software in data analytics.
- Ability to effectively communicate the results of performance outcomes and analysis 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) public policy, public administration, economics, data analytics, business, etc.
- 3-5 years of professional experience working in performance data and analysis.
- Experience with federal grants and/or assistance preferred.
- Experience with EEO/AA/ADA and/or labor law preferred.
- Experience in analyzing and interpreting data.
- Experience in workforce development programs preferred.

AA/EOE

