

## **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 Program Officer (Workforce System Design and Equal Opportunity) position. This position is a full-time position in the 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 \$70,000, 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](mailto:recruiter@okcommerce.gov).

Review of applications will begin immediately. **The deadline to apply is Monday, July 25, 2022.**

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<b>POSITION:</b>	Program Officer (Workforce System Design and Equal Opportunity)
<b>DIVISION:</b>	Workforce Development
<b>JOB LOCATION:</b>	Oklahoma City
<b>SALARY:</b>	\$60,000 - \$70,000
<b>JOB NUMBER:</b>	J-765

### **POSITION DESCRIPTION & ESSENTIAL JOB FUNCTIONS:**

The Workforce System Coordinator is responsible for workforce development initiatives (both programmatic and federal, state, and private grant-based) involving workforce development for the State of Oklahoma and also serves as the state Equal Opportunity (EO) Officer for Workforce Development programs.

The individual will work with a variety of state agency leadership, prominent business leaders, and local stakeholders to coordinate workforce development system efforts. The individual will assist with the development of state policies across federal and state programs. Also, the individual will assist with the development of project timelines and monitoring of deadlines. The Workforce System Coordinator supports and provides internal business continuity as appropriate.

This position requires extensive verbal and written communication skills, a mastery of multi-tasking and prioritizing, the ability to plan and facilitate various meetings, a willingness to travel, an interest in relationship building, and a passion for helping create better opportunities for job seekers and improved economic success for Oklahoma.

Responsible for coordinating and implementing 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 Workforce System Coordinator closely collaborates with the Executive Director and Deputy Director to ensure the requirements outlined in WIOA and all applicable regulations are met and to expand the state's equal opportunity strategic initiatives. Also responsible for monitoring sub-recipients for compliance and investigating recipients and sub-recipients when claims are filed in accordance with state-issued policy.

### **ESSENTIAL FUNCTIONS**

- Collaborate closely with the Executive Director and Deputy Director to establish goals and priorities for Oklahoma's organization and workforce development.
- 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.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Communication (including active listening and being audience-centered, orally and in writing)
- Demonstrated leadership and teambuilding experience
- Interpersonal skills and relationship building
- Facilitation and negotiation (based on an understanding of each partner's interests and priorities)
- Development and implementation of internal and external policy and process
- Visionary capabilities to overcome barriers to success
- Equal opportunity laws, rules, and regulations

Skill in:

- Project management and coordination
- Conducting EO investigations and producing reports
- Presenting ideas effectively verbally and in writing through a variety of means
- Eliciting information and effective listening



- Networking
- Problem Solving
- Project Management
- Monitoring
- Multi-tasking
- General computer applications.

Ability to:

- Capability to interpret and apply regulatory practices, rules, and policies to factual situations
- Capability to understand, interpret, and communicate federal, state, and local laws pertaining to EEO
- Provide EO training and/or presentations
- Gather, interpret, analyze, and evaluate data
- Operate with a high degree of ethical and professional obligation
- Identify ramifications of decisions, anticipate problems, and take proactive action
- Establish and maintain effective working relationships with people of diverse backgrounds, internal and external to the organization
- Work well in a team environment
- Meet urgent deadlines with short-turnaround times in a highly political environment
- Negotiate and develop Memorandums of Understanding
- Cultivate partnerships at the local, regional, and state levels
- Be willing to be open, equitable, and transparent

#### **EDUCATION AND EXPERIENCE:**

- A bachelor's 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 administration, business administration, communication, public policy, Human Resources, Employment Law, etc.
- 5 years of experience working with federal, state, or private grants preferred.
- 3-5 years of professional experience working with federal or state law.
- Facilitator Certification, Project Management Certification preferred.
- Experience with EEO/AA/ADA or labor law preferred.
- Experience coordinating programs, state-wide initiatives, and gaining stakeholder input and interest.
- Experience in workforce development and workforce system building.

**AA/EOE**

