CLASS SPECIFICATION
Workforce Development Training Manager

FLSA Status: Exempt
EEOC Job Category: Professionals
Union Representation: Unrepresented

GENERAL PURPOSE
Under the direction of the Workforce Development Director, the Workforce Development Training Manager, in alignment with the department’s priority focus and industry sectors, plans, develops, implements, manages, reports and evaluates comprehensive activities related to workforce and economic development grants, special projects, workforce training programs, and associated community education programs and corporate training contracts; provides program development strategies, modeling, approaches, content and input to workforce training programs renewals and grant applications; supports and implements delivery of contract education programs; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, develops, implements, and manages workforce training programs in support of grant initiative programs and service deliverables, and contract specifications; interprets and applies current applicable federal, state and local regulations and requirements, grant program and District guidelines, policies and procedures to accomplish successful program delivery and management; works with stakeholders to develop, implement and evaluate workforce training programs; develops, establishes and maintains plans, processes, systems and procedures to achieve program objectives and District goals, and training program performance measures consistent with the District’s quality and service expectations; oversees and ensures the coordination and integration of training program functions and activities to achieve optimal program efficiency and effectiveness; develops annual program delivery plans, activities, schedules to achieve outcomes for reporting requirements.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards as appropriate to recognize performance; subject to management concurrence, takes disciplinary action, up and including termination, to address performance deficiencies, in accordance with the District’s classified human resources policies and labor contract provisions. Recruits, selects, provide work direction to staff and monitors performance of independent consultants/trainers and student workers involved in carrying out program activities.

3. Plans, develops, establishes and implements grant/program budgets, monitors program delivery and performance against program budgets, objectives and outcomes; reviews and monitors program expenditures to ensure compliance with funding requirements and regulations. Responsible for
ensuring related contract and community education offerings meet revenue generation targets; develops and generates budget forecasts and analysis to ensure target revenue levels are met or exceeded per contract; manages, tracks and ensures accurate fiscal records are maintained and meet governing regulations of all budgets; responsible for compilation, development, writing, and on-time submission of grants and contracts reports per requirements.

4. Plans, develops, and implements effective workforce training participants recruitment plans designed to fulfill grant objectives of both service targets and meets required training program qualifications; designs, establishes and implements effective and efficient participant case oversight and management of workforce development training programs, contracts and grants, subject to the specific program processes, procedures, partnerships, and documentation requirements.

5. Directs and facilitates program activities with employer and institutional partners, federal, state, county and local agencies; develops, establishes and maintains partnerships with appropriate community-based organizations, employers and other District departments, faculty, administration, etc.; and defines contract scopes and manages contracts with program contractors and vendors, as appropriate, to achieve training program objectives and outcomes.

6. Develops and builds relationships with regional businesses and industry, and appropriate community and public organizations to establish and operate strong business advisory councils enabling the college to gather current and relevant workforce training needs and information to inform the development and updating of training and education program content; develops partnerships to secure and establish opportunities for students/participants in obtaining employment, internships, or on the job training opportunities, including placement and tracking required per program and contract funding specifications; develops and establishes regular and appropriate channels of communications to open additional opportunities for business and industry to participate in college programs and activities.

7. Responsible for researching appropriate and relevant funding opportunities for District economic and workforce development training programs, including participation in grant development and application efforts by providing input on workforce training models, approaches and best practices; supervises and participates in the preparation of workforce development grant applications, proposals and renewals; maintains current knowledge of funding sources and requirements.

8. Works closely with other Economic Development and Workforce Development units to identify and inform new industry trends, economic drivers in anticipation of emerging workforce training needs for workforce training program development; represents department and college on various college or community committees, include external workforce related committees, meetings, and activities; strategically plans, schedules and coordinates services, workshops, seminars, meetings and conferences as appropriate in support of workforce development priority industry sectors and program delivery.

9. Produces, updates, maintains and submits a variety of comprehensive, accurate and specialized workforce training program reports which involve manipulation, analysis and interpretation of
complex data sets and technical information for financial reports, performance summary and accountability reports, quarterly and year-end reports, and personnel reports.

10. Develops, design and oversee implementation of workforce training program outreach plans and promotional activities; makes formal and informal presentations to local business community and associations, public organizations and other entities as appropriate; participates in development and production of workforce training program marketing materials, and plans and oversees distribution channels, including ads, website information, newsletters and brochures, according to District standards and processes.

OTHER DUTIES

1. Attends external meetings, events, workshops, seminars, conferences and other program-related events, as directed.

2. Participate on college committees if appointed.

3. Participation in special projects and cross-functional teams as assigned.

4. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Emerging technologies and trends in STEM (Science, Technology, Engineering and Math) related industry sectors, career and technical education programs, including labor market conditions and emerging industry workforce training needs, related industry certifications; and business and industry workforce training programs.

2. Principles of effective project and training program management, including process development, process improvement; budget planning, development and analyses; staff supervision, team building and cross functional team participation, delegation, and management.

3. Federal, state and local agencies regulations for program management, program requirements and procedures, and applicable program and budget compliance.

4. Training models, principles, theories, methods and techniques of planning, coordination, organization and implementation of Workforce Development training programs; training program delivery models and methods to diverse client groups, and evaluation of training program effectiveness.

5. Principles of budget planning, development, management and fiscal accountability, to meet funding outcomes, program deliverables within budget constraints.

6. Methods and practices for workforce training participants monitoring and tracking of performance outcomes, and related grant reporting; case management approaches and techniques, including training pathways and administering of industry certification tests.
7. Principles and practices of business communication both oral and written, public speaking and presentation, correct English usage, including spelling, grammar and punctuation.

8. Principles and practices of contract management, specifically of consultants and vendors; District policies and procedures related to assigned areas of responsibility.

9. Methodologies and approaches for high-level customer service, program marketing, outreach and participant recruitment.

10. Office management practices, processes and procedures.

11. Advance use and operation of a computer, databases, and other office standard software (Microsoft Office Word, Excel, Powerpoint, internet, search engines, social media, etc.), and principles of data management.

12. Research methodologies and data analysis techniques to assist in report development and writing; principles of grant writing techniques, requirements, proposal development, program cost estimation, and evaluation methodologies; complex grant report development, writing, and presentation skills.

13. The diverse socioeconomic, cultural, ethnic and disability backgrounds of the local regional population.

14. Principles and practices of effective supervision.

**Ability to:**

1. Plan, manage, implement and evaluate daily operations, activities and services of large-scale and complex community college workforce training projects and programs.

2. Plan, manage and make sound decisions to achieve goals and objectives within a prescribed timeframe, meet schedules and deadlines and deliver quality work on time.

3. Effectively apply the principles and practices of project management, tracking and major milestones.

4. Effectively apply the principles and practices of employee supervision, training, evaluation and development.

5. Interpret, apply, explain and appropriately apply Federal state and local laws and regulations to program administration, implementation; manage activities and funds within District and funder policies and procedures.

6. Develop appropriate data collection systems and processes; analyze, evaluate, and interpret appropriate and applicable program data, in both statistical and narrative form.
7. Develop and build partnerships, work collaboratively, and maintain effective working relationships with business/industry and community leaders, vendors, chambers of commerce, economic development organizations, District personnel, faculty, administrators, and staff; interface with diverse business and industry groups and clients, community leaders, program partners, independent program consultant/trainers, the general public and others encountered in the course of work requirements.

8. Negotiate and develop program activities with multiple stakeholders to ensure agreement and consensus; understand, interpret and respond to internal and external customer needs and expectations, and provide high-level of customer service.

9. Exercise sound independent judgment within general program and policy guidelines, solve problems creatively, resolve difficult program issues and situations to the satisfaction and completion of all parties; exercise tact and diplomacy in dealing with sensitive and complex issues and situations and maintain confidentiality, including issues related to personnel.

10. Prepare clear, concise and comprehensive program reports, correspondence and other documents.

11. Communicate effectively, both orally and in writing to both internal and external program stakeholders and participants. Develop and make effective oral presentations to a variety of audiences with differing levels of knowledge regarding technical subject matters such as advanced transportation, engineering technologies, supply chain logistics and other technical areas as assigned.

12. Work effectively and with sensitivity in a diverse, multi-cultural environment.

13. Identify and develop grant resources, sources, partnerships, and collaborations to further grant deliverables and objectives.

14. Develop, manage and monitor budgets, expenditures and program operations.

15. Speak in public and make presentations to small and large groups.

16. Operate a personal computer including word processing, spreadsheets, relational database, client relationship management and financial systems at an intermediate and advanced level.

17. Work a flexible schedule, to include evenings and weekends.

18. Organize, set priorities and exercise sound independent judgment within areas of responsibility.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited institution of higher education with a Bachelor’s degree in project management, or a closely related field; and a minimum of five to six years’ experience in project management (preferably projects of a technical nature), or workforce training programs interfacing with administration, staff and faculty, particularly at community colleges, with at least two years of leadership experience overseeing workforce development training program planning, management, implementation and delivery; and supervision of at least two full-time employees, and student workers; or an equivalent combination of training and experience.
Licenses; Certificates; Special Requirements:
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. The employee must be able to perform travel throughout the Southern California Region service area and travel to in-state and out-of-state events and conferences as required. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Mental Demands
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, contractors, consultants, vendors and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in inside environmental conditions. The employee occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee may be required to attend evening meetings and travel. May be required to work evenings or weekends.