

**YUMA COUNTY WORKFORCE DEVELOPMENT BOARD
YUMA PRIVATE INDUSTRY COUNCIL, INC
POSITION DESCRIPTION**

Title: Employer Engagement Officer

Reports to: Operations Director

Classification: Exempt

Effective Date: November 4, 2020

Salary: \$24.04 per hour

SUMMARY

The Employer Engagement Officer is responsible for leading efforts to engage with a diverse range of employers and with entities in the county (including South and East areas). The Employer Engagement Officer serves as a liaison between employers, the One Stop Operator, and the Yuma County Workforce Development Board to ensure employers are actively engaged in the workforce development system. The Employer Engagement Officer works closely with the Rapid Response Unit in Yuma County to provide guidance, and stays abreast of the business needs in the region. The Employer Engagement Officer has supervisory responsibilities. The incumbent must have strong presentation and public speaking skills.

This position serves on the Leadership Team of the Yuma Private Industry Council, Inc. and is required to review in depth federal rules and regulations as pertains to the Workforce Innovation and Opportunity Act, Public Law 113-128, Arizona Workforce State Policies, and the Yuma County Plan.

Below is the framework of the essential duties assigned to the tis position; however, other duties may be assigned as part of YPIC's continuous improvement efforts, and/or as required by WIOA and/or as required by Arizona State policies.

PRIMARY/ESSENTIAL RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**1. Development of the Local Plan/Regional Labor Market Analysis
Supporting Skills**

- In partnership with local elected officials and coordination with One-Stop Operator and partner workforce agencies, compile data, write, edit, and submit plan as required by section 108 of WIOA Public Law 113-128.
- Carry out analysis of the region's economic conditions, the needed knowledge and skills, the workforce, and the workforce development activities (including education and training).

- Assist in the development of statewide workforce and labor market information system described in section 15(e) of the Wagner-Peyser Act (29) U.S.C. 491-2 (e), specifically in the collection, analysis, and utilization of workforce and labor market information for the region.
- Conduct the necessary research, data collection, and analysis related to the workforce needs.

2. **Employer Engagement**

Supporting Skills

- Promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the local board.
- Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities.
- Ensure that workforce investment activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers.
- Develop and implement proven or promising strategies for meeting the employment and skills needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.

3. **Career Pathways Development**

Supporting Skills

- Assist in identifying career pathways within the local area.
- Collect data from employers and identify workforce training/skills needs.
- Survey employers to ascertain the need of developing new career pathways..
- Coordinate with workforce partner agencies, Board, Employers and Education entities to develop training for in-demand occupations.

4. **Proven and Promising Practices**

Supporting Skills

- Identify and promote proven promising strategies and initiatives for meeting the needs of employers, workers, and job seekers (including individuals with barriers to employment).
- In coordination with the Equal Opportunity Officer, ensure the compliance of employers with physical and programmatic accessibility as required by WIOA and the Americans with Disability Act.
- Actively identify and disseminate information on proven and promising practices carried out in other areas.

5. **Increased Access to Services and Programs**

Supportive Skills

- Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce system for employers, workers, and job seekers.
- Identify technological methods and services to facilitate and increase access in remote areas.
- Identify strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery.
- Identify and develop methods to improve programs of the One Stop delivery system, such as improving digital literacy skills.
- Identify and negotiate the leverage of resources and capacity within the local workforce development system.

6. **Coordination with Employers, Board and Partner Agencies**
Supporting Skills

- Coordinate meetings as needed between employers, Board and partner agencies
- Assist in the coordination and planning of the collaborative community job fairs.
- Attend meetings in the region as needed to stay abreast of business needs and partnership opportunities.
- Provide updates of Rapid Response activities
- Coordinate activities with education and training providers in the local area.
- Review applications to provide adult education and literacy activities under title II for the local area; ensure consistency with the local plan.
- Make recommendations to the eligible agency to promote alignment with the local plan.
- Monitor the implementation of cooperative agreements: enhance provision of services to individuals with disabilities.

CORPORATE VALUES

Integrity:

- Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
- Behave in a businesslike manner demonstrating mature, professional actions;
- Be fair, honest, trustworthy, respectful and ethical in all engagements;
- Honor all commitments;
- Be accountable for all actions, success and failures.

Teamwork:

- Be committed to the common goal;
- Perform tasks in a manner that benefits the entire organization;
- Openly communicate up, down, and across the organization;
- Value the diversity of our workforce;
- Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- Willingly share your resources.

Performance/Initiative:

- Focus on what is important, perform careful and thorough work;

- Establish and communicate clear expectations;
- Relentlessly pursue success;
- Strive for flawless execution;
- Work hard, celebrate successes and learn from failures;
- Remain flexible, adapt to change and balance multiple priorities;
- Continuously look for ways to improve self, services and processes;
- Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

Learning:

- Commit to develop and improve throughout your career;
- Actively seek ways to build upon your capabilities;
- Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
- Use creativity and imagination to develop new ideas and approaches;
- Improve by benchmarking and adopting best practices.

Corporate Level Contribution:

- Perform tasks in a manner that benefits the entire organization;
- Seek to consistently improve quantity, quality, accuracy and efficiency;
- Look for small improvements as well as major improvements;
- Identify and eliminate unnecessary work and non-value added activities;
- Optimize time and resources;
- Teamwork: how well you work with others and fit into the corporate culture.

Customer Service:

- Anticipate the needs of those served, and demonstrate true caring;
- Deliver the very best every day to make a difference;
- Continuously look for ways to improve self, services and processes;
- Demonstrate a positive attitude;
- Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
- Show humility for the role played in the lives of others;
- Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

CORE SKILLS

Language

- ***Speaking:*** Talking to others to convey information effectively.
- ***Oral Expression:*** The ability to communicate information and ideas in speaking so others will understand (respond effectively to the most sensitive inquiries or complaints, effectively presenting information and responding to questions from groups of managers, clients, employers, customers, elected officials, and the public).

- Oral Comprehension: The ability to listen to and understand information and ideas presented through spoken words and sentences (respond effectively to the most sensitive inquiries or complaints (effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).
- Speech Recognition: ability to identify and understand the speech of another person.
- Speech Clarity: ability to speak clearly so others can understand you.
- Writing: **The ability of communicating effectively in writing as appropriate for the needs of the audience.**
- Written Comprehension: ability to read and understand information and ideas presented in writing).
- Written Expression: The ability to communicate information and ideas in writing so others will understand (write clear and concise memoranda without close supervision).
- Reading Comprehension: Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).
- Fluency in the English language required.

Mathematics

- Apply mathematical concepts such as probability and statistical inference, fractions, percentages, and ratios.

Reasoning

- Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).
- Deductive Reasoning: ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Critical Thinking: The use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Interpret a variety of technical instructions.

Technology

- Demonstrates **proficiency** in software including but not limited to Microsoft Windows, Microsoft Office, Microsoft Excel, and Microsoft Access (Database).
- Demonstrates **proficiency** in Internet usage.

Socioeconomic

- *Maintains an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.*

Supervisory

- **Active Learning:** *Understanding the implications of new information for both current and future problem-solving and decision-making.*
- **Time Management:** *Managing one's own time and the time of others.*
- **Learning Strategies:** *Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.*
- *Has no direct supervisory responsibility.*

Interpersonal

- *Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.*
- *Service Orientation: Actively looking for ways to help people.*
- *Must possess excellent interpersonal skills.*
- *Must demonstrate excellent self-control and confidence during presentations.*

Physical Demands

- *Talk and hear.*
- *Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.*
- *Reach with arms and hands.*
- *Use hands and fingers to operate keyboards and other office equipment.*
- *Near Vision: The ability to see details at close range (within a few feet of the observer).*

Other

- ***Demonstrate public speaking skills. Make oral presentations to groups in local and statewide activities.***
- *Demonstrate interviewing skills.*
- *Demonstrate data entry and retrieval skills.*
- *Demonstrate appropriate interpersonal skills to accomplish tasks.*
- *Interpret federal and state rules and regulations.*
- ***Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance (minimum \$100,000 person/\$300,000 Accident Bodily Injury and Property Damage);***
- ***Must clear a background check with Arizona Department of Child Safety;***
- ***Must possess or be able to obtain an AZ Level One Fingerprint Clearance Card***
- *Must demonstrate the Core Values of the Organization.*

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.

EDUCATION and EXPERIENCE

Bachelor's degree with two (2) years of experience in a related field with supervisory responsibilities, or an equivalent combination of education and experience equaling five (5) years of experience in human relations, employer or community outreach, or other related field and supervisory experience.

Fluency in both English and Spanish languages is preferred.

HOW TO APPLY

Must visit www.ypic.com; YPIC Careers for employment Application. The application may be submitted online at amcbride@ypic.com Please Title the Subject line "Employment Application" , in person, or via regular mail: 3834 W 16th Street, Yuma, AZ 85364. **A signed Application MUST BE SUBMITTED to be considered.** The application must be received before the deadline. This position closes on **November 25th 2020 at Noon.**