

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Workforce Development Specialist 2 (1 Position)	OPENING DATE: April 5, 2021
SALARY: \$32,845.90/year	APPLICATION DATE: Until Filled

(Present Parish employees are given **three (3) days priority** in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

DUTIES:

Under the general supervision of supervisor within various departments, divisions or programs, performs a wide range of tasks that may require the application of some independent judgment and program knowledge. Performs other work as required. Work involves providing support services for a Workforce Development Program.

EXAMPLES OF WORK

- Determines and recommends appropriate Workforce Development program services. Updates and maintains information in Workforce Development information systems.
- Provide entry-level professional support for Workforce Development programs.
- Answer general questions regarding assigned programs.
- Ensures Title I programs are administered in compliance with applicable regulations and policies; reviews, interprets and communicates regulations, policies, and procedures; compiles and reports statistical information.
- Assists in identifying and securing opportunities to diversify funding streams and, when designated, oversees the development and implementation of new programs created by those funds that benefit the One-Stop Delivery System as a whole.
- Ensures compliance with all WIOA guidelines pertaining to the Title I programs and seamless integration into the overall system delivery model.
- Ensure that all documentation in system of record as well as physical files are done in a timely manner
- Work with Business Service Specialist to provide assistance to participants with finding employment
- Partner with One Stop Operator and Career services to triage and register new individuals that come into the center.
- Community outreach to potential work sites and training institutions for participants
- Determine eligibility for individuals to ensure compliance with rules of WIOA program.
- Create and maintain spreadsheets for students enrolled in Class Room Training to ensure funds used are within program budgets.
- Act as liaison between participants and training institutions.

BENEFITS:

The Parish offers liberal benefits, including an excellent retirement system, vacations, sick leave and health and life insurance. Employee may advance to higher positions, based on his/her abilities and interests, and on the needs of the Parish.

HOW TO APPLY:

Applications must be submitted either online at www.oppj.org/hr or on the OFFICIAL FORM that is available from and may be returned to:

Ouachita Parish Police Jury, HR Department
Ouachita Parish Courthouse, 301 South Grand, Suite 201
Telephone: 318-327-1340

Equal Employment Opportunity Employer

- Career counseling and Application intake,
- Documentation verification, data entry, preparation of reports, detailed record keeping and customer service.
- Maintain accurate records, follow Local, State, and Federal policy.
- Must relate well to students, co-workers and the general public.

MINIMUM QUALIFICATIONS

Training and Experience:

A baccalaureate degree plus business operations, public administration, or human resources, or candidates without a baccalaureate degree may combine work experience and one-year professional level experience or college credit to substitute for the baccalaureate degree.

SUBSTITUTIONS:

Three-Five years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Knowledge, Abilities and Skills:

Verbal and written communication; planning and organizing. Skills in dealing effectively and courteously with coworkers, program participants, department supervisors.

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