

TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity

OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Deputy Workforce Development Director

SALARY: \$70,720.00 to \$76,814.40

TYPE OF EMPLOYMENT: Full

ISSUE DATE: 02/29/24

THE FINAL DATE TO FILE APPLICATIONS: 03/29/24

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 03/30/24

RESIDENCY WAIVED

Tompkins County Workforce Development has two Deputy positions, which are the Deputy Director of the Career Center and the Deputy Director of the Board. This position is for the Deputy Director of the Career Center and is mainly responsible for overseeing the Workforce Development Career Center staff and Workforce Innovation and Opportunity Act (WIOA) Title I programs: Adult, Youth, and Dislocated Worker.

Please submit a cover letter and resume with your application.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, **AND** three (3) years of full-time paid administrative experience in employment program planning development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, 6 months of which must have been in a supervisory capacity; **OR**
2. Graduation from a regionally accredited or New York State registered two year college with an Associates Degree or possession of sixty college credit hours **AND** five (5) years of full-time paid administrative experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, 6 months of which must have been in a supervisory capacity;
3. Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of full-time paid administrative experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, 6 months of which must have been in a supervisory capacity; **OR**

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

Workforce Development operates with two Deputy Directors who are responsible for assisting the Director with the operations and programming of the Career Center and the Workforce Development Board. The positions involve planning, organizing, and directing the activities of a Workforce Development Department as well as the coordination, oversight, monitoring and continuous improvement of a wide variety of workforce development initiatives and contractors. The Deputy Workforce Development Directors are authorized to act for and in place of the Workforce Development Director in their absence. An employee in this class must relate applicable fiscal, economic, technical and best practices information to various workforce development programs to upgrade and improve the employability skills of underemployed/unemployed/not in the labor force residents and the availability of a skilled labor force to meet the needs of local businesses in the area served. The work is performed under the general direction of the Workforce Development Director in accordance with policies, laws and regulations outlined by the Workforce Development Board and the New York State Department of Labor and is expected to exercise a high level of autonomy and independent judgement. The employees may serve as lead staff persons to WD committees, agency collaboratives, community initiatives, higher education partnerships, economic development agencies and various key stakeholders involved in workforce development. The incumbents will perform all related duties as required.

TYPICAL WORK ACTIVITIES :

- Acts in place of the Workforce Development Director in their absence;
- Assists the Director with planning, organizing, directing, coordination and supervising the activities of the Workforce Development Department;
- Keeps abreast of federal and state law, regulation and policies that broadly impact workforce development as well as the WDB and Career Center operations;
- Acts as staff and technical expert to one or more WD committees;
- Analyzes program data and develops program outcome reports;
- Assists in securing resources through identifying and responding to available funding opportunities;
- Develops and delivers training to contractor staff;
- Serves as a technical advisor to various workforce development programs;
- Develops policies and procedures as well as policy and procedure changes for recommendation to the Workforce Development Board;
- Recommends policy and procedure changes in response to federal and state program audits;
- Develops monitoring tools;
- Oversees, coordinates, provides technical assistance and monitors WD subcontractors and the Career Center to ensure compliance with federal, state and local laws, regulations and WD policies;
- Acts as principal liaison to state program oversight staff;
- Convenes the WD system partners to ensure that services are being provided seamlessly and resources maximized to provide the highest quality of services to businesses and jobseekers;
- Prepares a wide variety of records and reports designed to provide workforce system performance information as well as labor market information;
- Speaks to community groups about the work of the agency and, in other ways, disseminates information to the public;
- Assists with the preparation of budgets;
- Attends Workforce Development and committee meetings;
- Monitors Career Center programmatic operations;
- Ensures fiscal and programmatic compliance of the department in accordance with the Workforce Innovation and Opportunity Act (WIOA), and local, state, and federal policies and guidelines;
- Assists Workforce Development Director with Local Plan, workforce research and regional market analysis, career pathways development, negotiation of local performance accountability, selection of operators and providers, and coordination with education partners;
- Provides staff guidance on the New York State One Stop Operating System (OSOS) to ensure customer registrations, activities, services, referrals and case notes are accurately entered, documented, and maintained;
- May issue ITA's (training vouchers) pursuant to the demand occupation list and the priority of service policies as established by the local board;
- Participates in or co-conducts regular staff and management meetings for on-site partners;

- May work closely with and evaluate training providers to ensure that the appropriate training courses are available in the area consistent with the local demand occupations list;
- Performs other duties as assigned
- Manages the Workforce Development Career Center staff and Workforce Innovation and Opportunity Act (WIOA) Title I programs: Adult, Youth, and Dislocated Worker
- Reports to the Workforce Development Board and committees of the Board regarding program performance and service delivery

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of economics, social science and educational concepts related to poverty, unemployment and workforce development;
- Thorough knowledge of the principles, practices, and techniques of administration and administrative supervision
- Thorough knowledge of occupational and industry sector conditions and trends;
- Thorough knowledge of public and private resources for the provision of workforce development services;
- Thorough knowledge of community organizations in relationship to workforce development programs;
- Good knowledge of principles, practices and techniques of program oversight and monitoring;
- Ability to establish and maintain an effective working relationship with contractors, private and governmental agencies, and businesses;
- Skill in analyzing and interpreting data and information related to Employment and Training Programs;
- Skill in the operation of a personal computer and associated software and hardware;
- Ability to evaluate employee performance and recommend corrective action to establish compliance;
- Ability to address organizations, agency representatives, businesses, the county legislature and WDB effectively;
- Ability to prepare or supervise the preparation of complex and detailed records and reports;
- Skill in analyzing and interpreting data and information related to workforce development programs;
- Ability to express oneself effectively, both orally and in writing;
- Ability to understand oral and written directions;
- Ability to understand, interpret and implement complex oral and written instructions;
- Ability to build partnerships
- Creative thinking, tact, initiative and good judgment are required;
- Emotional maturity, resourcefulness, initiative and considerable tact are required;
- Physical condition commensurate with the demands of the position.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILE - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850