



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## WORKFORCE DEVELOPMENT MANAGER

Job Number: 20001115

Job Code: 61450V231216

Job Group: 6100 - EMPLOYMENT SERVICES

Job Established: 11/16/2003

Job Revised: 12/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages the overall operation of a designated service office providing workforce/employment and unemployment services OR manages a workforce/employment service or unemployment insurance branch which oversees the implementation, development and/or monitoring and evaluation of one or more workforce, employment service or unemployment insurance programs; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Four years of experience in reviewing, monitoring, determining eligibility for and/or administering workforce/employment service or unemployment insurance programs, or experience in education, public administration, business, human services, military, human resources or a related field.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Work experience in WOIA, employment services, and/or unemployment insurance programs, or experience in education, public administration, business, human services, military, human resources or a related field will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages overall operation of assigned facility or branch. Oversees the implementation, development, and/or monitoring and evaluation of one or more workforce employment services or unemployment insurance programs. Maintains workflow and coverage for the center. Oversees staff, workflow, building, grounds/maintenance issues, outdoor lighting, janitorial staff, and security. Work with facilities, security, COT and other internal partners and agencies to ensure optimum operations. Assigns and evaluates the work of personnel. Ensure employees carry out services related to workforce/employment service and unemployment insurance programs effectively and in compliance with statutes, regulations, and agency policy and procedure. Provides technical assistance to subordinate supervisors and employees. Recommends and submits personnel actions. Interviews and makes recommendations for new staff. Provides leadership in the selection and hiring process. Ensures compliance with personnel statutes and regulations. Evaluates employees. Evaluates and reviews performance plans for staff. Conducts interim reviews and provides feedback as needed. Creates and carries out corrective action plans as needed. Evaluates staff and initiates corrective action when appropriate. Conducts staff meetings. Oversees and assesses effectiveness of client services, job standards, and service to the community. Answers inquiries and resolves complaints from clients, community partners, employers, and staff. Assesses training needs, implements on-the-job training and recommends outside training and/or development of additional internal training programs. Visits employers to highlight and market services offered by the Department for Workforce Investment. Represents agency in public forums. Travels as necessary to conduct site visits, meets with employers, conducts presentations, and attends meetings. Monitors office expenditures. Assists superiors in defining program goals, objectives, accomplishments, and problem areas. Responsible for appropriate retention, maintenance, and destruction of records. Monitors all Career Development Office programs, Reemployment Services and Eligibility Assessment (RESEA), Wagner Peyser (WP), Jobs for Veterans State Grant (JVSG), Federal/Trade Adjustment Assistance (TAA) programs, or any other programs. Conducts, hosts, and attends job fairs for local businesses. Conducts and leads workshops. Attends meetings with partners, and on behalf of Kentucky Career Center and/or agency. Serves on boards, panels, and committees, Chamber of Commerce, and other community organizations to promote the services of the agency and the center. Provides training and feedback to ensure staff are adequately trained. Assesses training needs and implements on the job training as well as recommends outside training as needed. Maintain inventory, oversee pro-card program for center and affiliates. Works with local government officials such as Mayor and County Judges.

**UNIQUE PHYSICAL REQUIREMENTS:**

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting. Travel is required.

**ADDITIONAL REQUIREMENTS:**

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*