



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WORKFORCE TALENT PROJECT MANAGER SENIOR

Job Number: 21005148

Job Code: 61470V261016

Job Group: 6100 - EMPLOYMENT SERVICES

Job Established: 03/01/2025

Job Revised: 10/16/2026

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 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.*

Serves as project manager to local, regional, and multinational business and industry employers to provide workforce solutions, ongoing support, and planning services to address employment needs. Provides complex workforce solutions to include recruitment services from multiple talent pools, training opportunities, continuing education courses, career planning, and retirement services in high demand/high skilled areas; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

Four years of experience in business administration, workforce development, project management, education, communications, public relations, human resources, marketing, hospitality, or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in business administration, workforce development, project management, education, communications, public relations, human resources, marketing, hospitality, 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.*

Serves as a project manager to large, high skill/high demand business and industry employers interested in bringing their business to Kentucky or expanding their business within the state. Meets with organizational leaders from local, regional, and multinational businesses throughout the state to discuss employment challenges and assess workforce planning needs. Provides an overview of complex workforce solutions that include recruitment services from multiple talent pools, training opportunities, continuing education courses, career planning, and retirement services. Acts as a liaison between state agencies, workforce providers, and businesses to coordinate workforce services. Explains program services under provision of the Workforce Innovation and Opportunity Act (WIOA) Serves as a mentor and trains Workforce Talent Project Managers. Analyzes labor market data to determine workforce gaps. Independently coordinates and organizes community visits for companies and local partners. Develops and presents workforce service proposals that integrate local, regional, and state resources. Provides regular follow-up to ensure implementation and adaptation to emerging needs. Networks and build relationships with companies and communities across the state. Leads workforce initiatives that involve grant oversight and building talent pipelines. Collaborates with Statewide Workforce and Talent Team (SWATT) to discuss growth strategies and processes. Works with business services team to ensure follow-up with businesses is effective and efficient. Attends community meetings to promote workforce literacy and advising services. Maintains database to record business meetings and workforce planning services.

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.*

Typical working conditions for a specific position may be listed on the individual position description.

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.