

Pennsylvania Workforce Investment Board

Notice of Employment Opportunity

Job Title: Director of the PA Center for Health Careers

Position Purpose:

To direct and supervise work of the Center, provide consultation to the Deputy and Executive Director of the Pennsylvania Workforce Investment Board (PA WIB) and provide leadership for the Center's advisory council; advise Local Workforce Investment Areas (LWIAs), workforce development partner agencies, and/or consortia of workforce partners and/or areas regarding the Pennsylvania Center for Health Careers.

Description of Duties:

- Review and development of policy, conduct research pertinent to the Center's projects and reviews and administer grants.
- Provide technical assistance, advice and suggestions to all relevant parties regarding the design and implementation of the PA Center for Health Careers (PCHC) reports, specifically overall coordination of the Center's projects.
- Take lead responsibility and in conjunction with staff from the PCHC, for planning, developing, and connecting youth activities to the PA Health Careers Week.
- Assist the PA WIB staff and Board in gathering and disseminating information on exemplary practices from local, state and national sources and presenting this information in a concise and useable format for distribution throughout the Commonwealth.
- Work with WIB staff to research and disseminate to PA WIB members, local WIB directors and local WIB members information regarding state and federal legislation and regulations, exemplary workforce, economic development and education practices and other information important to the members and directors of these boards for the purpose of advising the governor of critical healthcare needs and recommend changes.
- Maintain ongoing communications with supervisor and healthcare committee's on all work activities, timeframes, identified problems and recommended solutions through reports, scheduled staff meetings, and informal discussions.
- Interpret and create program guidelines and implements procedures to meet the legal, regulatory, policy, and performance criteria of specific programs.

- Analyze, evaluate and recommend health policy. Analyze information, facts and complex political, legal and policy issues to provide analysis and recommendations.
- Establish and maintain effective working relationships with employers, union officials, consultants and various public and private agencies.
- Maintains cooperative cross-program working relationships with workforce development partners, community-based and faith-based organizations, contractors, other agencies, training providers, and the general public.
- Represent the Center in meetings, speaking engagements at local, state, regional, or national conferences and conference calls related to healthcare within and outside the Commonwealth.
- Travel, as needed, to provide services at Local WIBs, partner agency offices, and other locations.

Qualifications

The ideal candidate will have:

- A strong understanding of the role of intermediaries in workforce development
- Experience in organizing partnerships among employers and in helping them develop training plans through the use of assessment tools
- Experience in helping industry partnerships to recruit new members, develop projects beneficial to all participants and sustain the partnership
- Experience in managing, assisting and evaluating incumbent worker training projects
- A track record of successful project management
- A good knowledge of Pennsylvania's targeted industry clusters
- A bachelors degree
- At least five years work experience in a field that would be useful to carrying out the responsibilities of this position

The ideal candidate will be:

- Highly motivated to address Pennsylvania's workforce development challenges and supportive of the current human capital priorities of Governor Rendell, the Pennsylvania Workforce Investment Board and the Pennsylvania Department of Labor & Industry

- Able to work together effectively with other staff members of the PA WIB and the Department of Labor & Industry, as well as with all Pennsylvania departments
- Generally familiar with Pennsylvania's major workforce, economic development and educational challenges
- Very comfortable working with a wide diversity of individuals including members of the private sector, local workforce investment board staff, educational institutions, labor unions, community based organizations, etc.
- Able to write clearly, succinctly and professionally using Microsoft Office software
- Able to research, develop, prepare and make presentations in front of small and large groups, using PowerPoint if necessary
- A good listener, willing to accept and respond positively to constructive criticism
- Able to present ideas and arguments clearly and concisely
- Committed to taking a team approach to responsibilities and assignments
- Able to travel around Pennsylvania on a regular basis including trips that may require overnight stays

Salary Range: \$53,438 to \$81,194 depending on current salary and previous experience

Qualified applicants should send a resume and Personal Data Sheet to the Department of Labor & Industry, Human Resources (address listed below) by June 15, 2009. The Personal Data Sheet can be found at <http://www.hrm.state.pa.us/pds> or call to request a copy. Questions may be directed to:

Ann M. Korb, Bureau of Human Resources
Department of Labor & Industry
1447 L&I Building
651 Boas Street
Harrisburg, PA 17121
Phone: (717) 787-5985

The Pennsylvania Workforce Investment Board encourages applications by all persons without regard to race, creed, gender or physical challenge.

THE COMMONWEALTH IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER SUPPORTING
WORKFORCE DIVERSITY.