

Employment Training Panel

Chief Deputy Director
CEA B

DUTY STATEMENT

Under the administrative direction of the Executive Director, the Chief Deputy Director oversees the activities of the Employment Training Panel (ETP) Program and Operations units and their functions. Also, works directly with the Deputy Director of the Technical Operations Branch. The Chief Deputy Director may act as the Executive Director pending an appointment or in the event of routine absence. The incumbent also serves as the ETP Equal Employment Opportunity (EEO) Officer. The EEO Officer serves as a key advisor and resource to departmental management regarding EEO and workforce diversity laws and rules.

Responsible for having knowledge of principles, practices, and trends in public administration, organization, and management techniques of organizing, program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development.

While working with Executive Staff, The incumbent plays a critical role in policy development. Duties include, but are not limited to the following:

- 40% Performs high level administrative and policy functions, involving regulations, laws, rules, and rulemaking processes. Provides leadership and guidance to professional staff to carry out complex, specialized, and critical functions. Provides project management oversight, design, implementation, and evaluation of policies and programs. Develops policies and practices on complex and politically sensitive issues by utilizing a variety of data sources which include: (1) initiating external & internal program evaluations; (2) working with interdisciplinary stakeholders including contractors, business, labor, and staff; (3) gathering input from the Department of Finance, the Employment Development Department, the Labor and Workforce Development Agency as well as the Governor's Office. Works with Chief Counsel to develop new legislation language and coordinates bill analysis to determine ETP's position on legislative proposals that affect the ETP Program. Oversees all phases of training proposal development, review, and implementation.
- 30% Develops and maintains positive cooperative relationships with ETP executive leadership, the Panel, staff, and stakeholders. Provides advice, information, and recommendations to the ETP Chairperson, Chief Counsel and all executive levels of management on policy and programmatic issues impacting administrative services and resources of ETP. Ensures all policy recommendations reflect the goals of the Governor, such as ETP as a workforce training and job creation tool. Works closely and collaboratively with the Panel and Chief Counsel to establish effective organizational structures and ensure effective internal controls, accountability and responsibility of program and operational functions to prevent administrative actions inconsistent with state regulations.
- 20% Serves as the Single Point of Contact (SPOC) and collaborates with the Employment Development Department and other stakeholders pertaining to human resource and fiscal-related management matters, which may be elevated to various control agencies, such as the State Personnel Board, Department of Finance, State Controller's Office, Ad Hoc committees on human resources, labor unions, employee groups and other State agencies. May be delegated authority to review and authorize proposal training agreements, panel agenda, and final contractual documents that

have been approved by the Panel or the Executive Director. May be delegated authority to review and execute, by signature, executive determinations regarding labor relations, personnel, fiscal and procurement. May also be delegated authority to decide matters of performance reporting and contract disputes. May act as an ombudsperson to facilitate prompt and efficient resolution of issues brought forward by ETP stakeholders.

10% May act as a liaison between ETP and a variety of stakeholder groups, including the private sector, employees (e.g. LWDA and other oversight entities), on complex projects. Communicates effectively at the executive level of the ETP and with Agency Secretary and Undersecretaries, Legislators, state employee unions and other entities.