

**WORKFORCE DEVELOPMENT COUNCIL
EXECUTIVE DIRECTOR
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Position Number: 100278 Exempt
Department: Labor and INDUSTRIAL RELATIONS
Division: Workforce Development Council
Branch: N/A
Section: N/A
Unit: N/A
Geographic Location: Oahu

II. INTRODUCTION

Function of this organizational unit:

The position is located in the Workforce Development Council. The State Workforce Development Council is established by Chapter 202, Hawaii Revised Statutes and also serves as the State Workforce Investment Board for the purposes of the Workforce Investment Act of 1998, P.L. 105, and succeeding amendments and laws.

The Council's functions are to recommend to the Governor and the legislature, state policies and funding priorities based on local community input that it believes should be adopted by the state government in meeting its workforce development responsibilities to:

- Establish a workforce development system in the State in which resources are pooled and programs are coordinated and streamlined;
- Encourage a program of useful research into the State's workforce requirements, development and utilization;
- Support recommended workforce policies that promote economic development, diversification, and well-being of the people in Hawaii;
- Strategizes on the development and continuing evolution of a skilled and competitive state workforce system of collaborative partnerships, services and funding streams; to improve and enhance program effectiveness and efficiency and reduce and eliminate program overlaps and duplications; to recommend and act on policies in workforce development; and to assist in building state and local businesses and employment opportunities for all Hawaii's people.

Purpose of the position:

The Executive Director position serves as chief executive officer to the Council whose members are appointed by the Governor and confirmed by the State Senate. The Executive Director is responsible for carrying out the intent of the state and federal legislation, administering the Council's program of work, and supervising the staff.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Supervisory Activities 45%

Serves as consultant to the Governor on issues relating to workforce development and its relation to economic development and diversification. Coordinates with various agencies and the broad community in the development and implementation of workforce development plans and policy recommendations to the Governor, Legislature, U.N. Board of Regents, and Board of Education.

Supervises the Council's staff, within funding allocations, in the execution of all of the Council's program of work.

B. Work Unit Management and Administrative Activities 40%

Assists in coordinating the programs of all agencies dealing with issues of concern to the Council.

Responsible for the preparation and implementation of workforce development plans and complex and comprehensive research studies of employment problems of certain populations, business needs, technological change, and their impacts on employment in industries and occupations, including the development and monitoring of contracts.

Arranges for the exchange of information, plans and programs between public and private groups interested in workforce development issues.

Responsible for the development and tracking of complex and comprehensive workforce performance management and accountability systems to include employment and training, education, economic development, target populations and a range of federal and state program statistical indicators.

Responsible for the administration of the Council, including management of funds and personnel matters delegated to the office.

Prepares articles, reports and bulletins for the use of the Council and concerned agencies, and for general publication.
Maintains records, reports and correspondence relative to the work of the Council.

Responsible for implementing staff development and training of the Council's staff. Responsible for Council meetings and maintains contact with Council members and dissemination of information.

C. Technical Responsibilities 15%

Serves on and may lead *ad hoc* department work teams. May act as leader and spokesperson for workforce development and prepares and delivers presentations to departmental, interagency, legislative, conference and community groups and other organizations as required.

Supervises Position(s) No.	Title
37700T	Employment Analyst IV
30364T	Employment Analyst IV

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: See B. below.

B. Nature of Supervisory Control Exercised Over the Work.

The Executive Director receives direction from the official actions of the Council; and receives general and broad direction from the Chairperson of the Council. As a Department of Labor and Industrial Relations (DLIR) administrator, the Executive Director has responsibilities to the DLIR Director.

C. Nature of Available Guidelines Controlling the Work.

The Executive Director is expected to know, follow, and supervise the Council staff's compliance with the Policy and Procedural Guidelines:

1. Hawaii Revised Statutes, specifically, Chapters 202 and 373C
2. Hawaii Administrative Rules and Administrative Policies
3. Workforce Innovation and Opportunity Act of 2014, P.L. 113-128, its Administrative Rules, and succeeding amendments, laws and Administrative Rules
4. Related Federal and Technical and Administrative Memoranda

V. REQUIRED LICENSES, CERTIFICATES, ETC.

N/A

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

Workforce, education and training policies and programs and economic, employment, industry and occupational trends including community-based and special population programs.

General principles of management, supervision, communication and public relations.

The workings of Hawaii State government, private sector business, worker organizations, and various types of educational institutions.

B. Skills/Abilities:

Supervise and/or work with Council staff, departmental staff, other agency staff, public and private individuals and/or work teams in carrying out and completing assigned duties, projects and other responsibilities;

Assist Council Chairperson and other Council members in promoting and presenting Council policies, positions and findings to further the goals and objectives of the State's workforce plans to achieve and maintain a healthy economy;

Orient and support Council Chairperson and members to the work of the Council, changes and new responsibilities. Insure that the Council's statutory provisions are updated according to changing legislation and needs. Insure that the Council's budget supports the Council's program and the coordination responsibilities for the State workforce system;

Review and participate in writing and preparing correspondence, memoranda, papers, reports and other publications of professional quality. The range of such publications varies from news articles that can be easily understood by the general public to technical reports that may contain complex processes that need to be organized and explained with clarity;

Initiate, orchestrate and participate in collaborative activities with a variety of individuals, groups, public agencies and private organizations to produce successful work objectives and outcomes;

Direct the preparation of and deliver oral and multi-media presentations to Council work groups and committees and the Council itself, public and interagency groups, employers, and community groups; and

Increase and update knowledge and skills through professional development and employer-provided training.

C. Education:

Bachelor's degree from an accredited college or university with specialization in the social sciences including economics, political science, international relations, business administration, public administration, sociology, social or cultural anthropology, psychology, history, geography, journalism, marketing, public relations, or related field.

D. Experience:

Specialized Experience: Five years of experience in a field related to the work of the Council, such as building public/private sector work partnerships, education, training, administration of government workforce programs, evaluation, policy development, or workforce labor economics.

Supervisory Experience: Four years of highly responsible supervisory experience, including working with a variety of programs and community groups and partnership coalitions.

VII. TOOLS, EQUIPMENT & MACHINES

N/A