



**\*\*\*REVISED HIRING NOTICE\*\*\***

**Position Title:** Workforce Investment Specialist  
**Agency Title:** Program Analyst, Workforce Investment Council  
**Job ID:** 26040  
**Open Period:** October 2, 2014 – October 22, 2014

**Overview:**

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is charged with executing the Mayor's economic development strategy which encourages growth and investments across the District. DMPED is responsible for managing catalytic real estate projects, promoting business expansion within the city, and creating jobs. More information is available on the DMPED's website at [dmped.dc.gov](http://dmped.dc.gov).

DMPED is seeking a Program Analyst for its Workforce Investment Council (WIC) business unit. The WIC is a private-sector led board responsible for advising the Mayor, Council, and District government on the development, implementation, and continuous improvement of an integrated and effective workforce investment system.

**Position Description:**

The Program Analyst is responsible for researching and analyzing the labor market information needed to design and evaluate workforce development strategies; evaluates and provides technical assistance to training providers funded under the Workforce Investment Act (WIA); coordinates and facilitates board meetings and meetings with public stakeholders, interagency working groups, and community organizations; and manages the day to day operations of the WIC office.

The Program Analyst reports to the WIC Executive Director and provides information and support to the members of the WIC Board, which is comprised of several dozen leaders from the private, public, and non-profit sectors

Specific responsibilities include:

- Conducts a variety of studies and analysis with regard to assigned projects. Analyzes relevant labor market information. Conducts research regarding best practices in workforce development and adult education employed by other cities and states. Correlates and analyzes facts to draw conclusions; and to provide meaningful recommendations to supervisor.

- Profiles the job opportunities and career pathways available to job seekers in the local economy. Analyzes the current education and skill levels of various job seeker populations in the District.
- Develops criteria and protocols for evaluating the effectiveness of existing and proposed workforce investment activities. Develops methods for reporting on the performance of workforce services, programs, and providers to key stakeholders.
- Monitors projects and programs that receive funding through the WIC or funding requiring WIC oversight. Researches and compiles performance information. Provides technical assistance to workforce development service providers.
- Recommends programs and program improvements designed to better meet the needs of District residents and businesses to the WIC Executive Director and WIC staff. Provides information to WIC staff involved with various phases of the assigned projects.
- Makes recommendations regarding adjustments to current and the development of new, programming needed to better prepare District residents for the jobs available in the regional economy.
- Coordinates evaluation and monitoring activities with internal and external partners and stakeholders.
- Coordinates board meetings, as well as other meetings with public stakeholders, interagency working groups, and community organizations. Presents project findings and implications to diverse audiences.
- Develops materials and reports describing projects and analysis undertaken, as well as policy or program implications, as requested by the WIC Executive Director. Exercises judgment in choosing precisely how to create these products.
- Maintains awareness of both federal and District workforce development activities and policies.
- Performs other related duties as assigned.

**Experience/Qualifications:**

- Graduate degree in public policy, business, urban planning, economics or a related field preferred.
- Thorough knowledge of the Workforce Investment Act, and other District and federal laws, rules, codes and regulations governing employment/unemployment benefits programs and services.
- Thorough knowledge of the goals, methods, principles, and practices pertinent to job development, job placement, and job training programs, activities, and operations.
- Thorough knowledge of current issues, concepts, and practices related to domestic workforce development, community economic development, urban planning, and/or public policy.
- Thorough knowledge regarding the effective use of labor market information. Ability to navigate and interpret labor market information, census information, and statistical data sets.

- Knowledge of, and skill in, problem solving and project management
- Ability to communicate effectively, orally and in writing, as well as through automated tools to prepare and present reports, and to make recommendations and overviews based on final analysis.
- Strong interpersonal communication skills, in both group and individual settings, including e-mail and phone. Ability to exercise tact and discretion in dealing with persons at various levels and in various job categories.
- Experience with the use of a range of computer-related tools, including PowerPoint, Excel, Access and other data-management software packages, and online survey instruments.

**Salary:** This position is a grade 12 on the District government's career service salary scale. The salary ranges from \$66,306 to \$84,828. Actual salary is commensurate with experience and the applicant's past salary history.

**Application Process:** This position is posted on the DC government's Department of Human Resources (DCHR) website. Interested applicants are encouraged to apply through DCHR's website at [dchr.dc.gov](http://dchr.dc.gov). The job ID number for this position is 26040. **TO APPLY:** Click on current job openings on main webpage, then employment opportunities, then click on the job ID number column to sort by number, click next page if necessary to locate the position.