

# ALAMEDA COUNTY SOCIAL SERVICES AGENCY



## Workforce Development Board Director

Recruitment Open from February 1, 2022 to Final filing Date of February 28, 2022

## **The County of Alameda**

Alameda County, located in the East Bay, is California's seventh-largest county. The County employs 9,000 full-time employees and operates on an annual budget of \$3.61 billion. 1.6 million people call Alameda County home and live in a variety of incorporated cities, unincorporated communities and rural areas. As a major urban county, Alameda provides a full range of services to its citizens. The County is a blend of culturally and ethnically diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and their active lifestyles. The County offers extensive cultural resources, countless recreational opportunities and an array of fine public and private colleges and universities.

## **The Social Services Agency**

The Alameda County Social Services Agency (ACSSA) employs a diverse workforce and is comprised of several departments: Agency Administration; Adult & Aging Services; Children & Family Services; Government & Community Relations; and the Workforce & Benefits Administration. This single classification position is located in the ACSSA's Workforce Development Board (WDB) Division and is assigned responsibility for all phases of its administration. The WDB Director is supervised by the Workforce Development Board and the Social Services Agency Director or designee as authorized by the Board of Supervisors.

To learn more about the Alameda County Social Services Agency, please visit the website at <https://www.alamedacountysocialservices.org/>

To learn more about the Alameda County Workforce Development Board, please visit the website at <https://www.acwdb.org>

## **The Alameda County Workforce Development Board**

The Alameda County Workforce Development Board (ACWDB) is a 27- member employer-led group that provides administrative, fiscal, and policy oversight of the Workforce Innovation and Opportunity Act (WIOA) Title I program. ACWDB establishes WIOA Title I services throughout Alameda County to meet the training and employment needs of local area job seekers, including youth and young adults. Business services are also available to assist employers with hiring efforts, connection to resources, and training expenses.



Our vision is to create the best workforce development system that benefits both employers and job seekers.

Our mission is to provide employers and job seekers with universal access to tools, resources, and services that assist them with obtaining employment and business goals.

Our goal is to help job seekers and businesses remain resilient through the COVID-19 pandemic.

## The Position

The Workforce Development Board Director is responsible for developing, planning, and implementing effective workforce development strategies for all job training and workforce programs under the Workforce Innovation and Opportunity Act (WIOA) and related programs operated by the Alameda County Social Services Agency.

The Alameda County Workforce Development Board (ACWDB) is responsible for planning and implementing the provisions of Title I of the Workforce Innovation and Opportunity Act (WIOA) which include maintaining a workforce system that is flexible, seamless, and responsive to the needs of both job seekers and employers. Alongside its legislated functions it plays a leadership role in informing human capital policy and service delivery beyond WIOA in their respective jurisdictions.

The ACWDB has a business majority and is composed of business, civic, education, labor, and other community leaders and is appointed by the Alameda County Board of Supervisors. The Chair is elected from among the private sector members. ACWDB represents all of Alameda County outside of Oakland which has its own Workforce Development Board.



## THE IDEAL CANDIDATE

The Ideal Candidate will have demonstrated success in the following areas:

### **Change Management**

In the face of a constantly changing environment the successful candidate will have a demonstrated ability to facilitate innovative and effective approaches to addressing problems both within and outside of the organization.

### **Strategic Orientation** (Strategic Decision Making)

A visionary and strategic leader that links long-range visions and concepts to daily work in the context of the capabilities of the organization and the social, economic, and political issues that impact the organizations direction.

### **People and Organizational Development** (Continuous Development)

An active commitment to planning and supporting the development of organizational and individual skills and abilities so that they can fulfill future and/or current organizational goals.

### **Business Expertise** (Demonstrate Management Acumen)

Significant experience managing human, financial, and information resources to achieve the mission and goals of the organization.

### **Collaboration and Influence** (Works Collaboratively)

Previous success working collaboratively to gain the support and cooperation from multiple stakeholders to achieve a desired course of action consistent with the organization's strategic goals and objectives.

### **Technical and Professional Knowledge**

Thorough understanding of the role of the Workforce Development Board in relation to relevant legislation; regional labor market trends; the components of the regional economy; the availability of funding; and understanding of the components of an effective workforce development system.

### **Political Savvy**

Proven ability to exhibit confidence & professional diplomacy while effectively relating to people at all levels internally and externally.

## Minimum Qualifications

Possession of a bachelor's degree in Public Administration, Management or related field in the Social Sciences and the equivalent of four years demonstrated and increasingly responsible supervisory and management experience in the field of workforce development or job training programs, including Workforce Innovation and Opportunity Act (WIOA) or the equivalent of eight years full-time, increasingly responsible managerial or administrative experience, which involved supervision of a major staff support function or program division at the level of Administrative Services Officer or an equivalent or higher level administrative class.

## Compensation

Workforce Development Board Director salary range is **\$130,520-\$158,787**.

The County also offers an attractive management benefits program, which includes:

Retirement Plan	Management Benefits Cafeteria Plan
Health, Dental & Vision Insurance	Life/Accident Insurance
Paid Vacation & Sick Leave	Management Leave (9 days),
Holidays-11 paid & floating holidays	Dependent Care Salary Contribution Plan
Deferred Compensation Plan.	

(comprehensive list of benefits is on the job posting at [www.jobapscloud.com/Alameda](http://www.jobapscloud.com/Alameda).)

## How to Apply

If you are interested in this opportunity to help Alameda County achieve its vision and mission, complete an application and supplemental questionnaire at **[www.jobapscloud.com/alameda](http://www.jobapscloud.com/alameda)**.

### Tentative Selection Schedule:

- ⇒ **Application and Supplemental Questionnaire Final Filing Date: February 28, 2022**
- ⇒ **Tentative Interview Dates: Week of April 18, 2022**



**Contact: Ione Bell**, Human Resources Analyst  
Human Resource Services, County of Alameda  
(510) 272-6456 or [Ione.Bell@acgov.org](mailto:Ione.Bell@acgov.org)



### DISASTER SERVICE WORKER

All Alameda County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to report to work as ordered in the event of an emergency.

### EQUAL EMPLOYMENT OPPORTUNITY

Alameda County has a diverse workforce, that is representative of the communities we serve, and is proud to be an equal opportunity employer. All aspects of employment are based on merit, competence, performance and business need. Alameda County does not discriminate in employment on the basis of, race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. Alameda County celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment.