



Position Announcement

Today's Date: 4/13/2019

Posting #: 8443

Job title: **Workforce Analyst / Coordinator**

FLSA/ Code/ Status: **Exempt /00087/ MAPS unrepresented**

Location: **MOED Administrative Offices / 417 E Fayette St., Baltimore MD 21202**

Salary: **Starting rate \$64,600**

Status: **Regular Full Time**

Position Overview:

Workforce Analyst for the Mayor's Office of Employment Development, conducting quantitative and qualitative workforce development research, identifying issues and providing recommendations for resolutions; serves on the Baltimore Workforce Investment Board; research, and co-write grant proposals from public and private sources.

Essential Job Duties:

- Impact Baltimore Workforce Investment Board (BWIB)*recommendations on workforce development issues from the educational, community and employer perspective :
- Perform quantitative and qualitative analysis of state and local workforce trends; apply analysis to forecast labor trends and business market conditions for local workforce development area.
- Provide comprehensive communications, written briefs, summaries and presentations, to board members on emerging workforce development issues for the Baltimore Workforce development region;
- Direct the development of BWIB's short and long term strategies;
- Consult the BWIB, and key stakeholders within Baltimore City government on the development of workforce policy issues for the local workforce development area
- Perform as board staff member for the BWIB Chair with direct reporting relationship to the Director for MOED.
- Represent MOED and liaison with the Mayoral appointed BWIB focusing on workforce development policy.
- Promote BWIB's mission, goals and objectives through strategic planning, resource development, public awareness /marketing and coalition building;
- Facilitate BWIB meetings and coordinate BWIB committee work and task forces;
- Serve on committees and lead designated task forces to address the three prong approach to workforce development policy for Baltimore City;
- Coordinate with MOED and relevant Baltimore City agencies to align strategies
- Identify emerging issues in the workforce development arena, and influence key stakeholders at the federal, state and local government level on legislative and budgetary priorities:
- Build and maintain relationship with public and private partners, and stakeholders in the workforce system at the local, state and federal level
- Work in concert with the Mayor's Office to develop workforce legislation;
- Represent MOED at State and Local legislative hearings on applicable workforce development bills / proposals;
- Research grant opportunities to support additional funding resources for current and proposed services, programs and administrative operations;

- Promote MOED's key operational priorities through the development of and co-writing grant proposals for federal, state, local, foundations and other grant making organizations;
- Lead and guide internal MOED team efforts in submitting grant applications, crafting proposals, and plans for implementation
- Perform as the workforce development technical and professional MOED resource for internal stakeholders;
- Partner with existing MOED leadership to develop, enhance and coordinate workforce strategies;
- May perform as the project manager for inter-departmental and /or inter-agency leader for special workforce development
- Performs other duties as required.

Key Attributes:

- Comprehensive knowledge of the principles and practices of Workforce Development policy; issues and trends within the urban higher education institutions, community groups and labor / business market
- Knowledge of principles and practices of public and business administration, management, budgeting, fiscal controls and accounting;
- Ability to interpret current law and pending legislation impact to workforce development for the region
- Ability to research complex statistical data analysis and workforce development research in the writing, and directing policy development for the local workforce development region;
- Ability to present policy recommendations in writing and orally to key stakeholders in education, business, community groups, and local and state elected and appointed government leaders;
- Experience with strategic plan development and implementation;
- Experience in federal, state and local public policy with a concentration in the area of workforce development programs and policies;
- Experience working with and influencing volunteer boards for public or private institutions;
- Ability to persuade and influence workforce policy development and legislations

Required Education & Experience:

- Bachelor's degree in Political Science, Public Administration or related degree, Master's degree preferred in Public Policy, Public Administration and/or Law degree; Five or more years' experience in local public affairs, public program management and / or administration of human services, preferably in employment and training programs

Special Requirements:

- Maryland driver's license and daily access to an automobile.
- Availability to work evenings and weekends as required.
- Criminal Background Investigation.

MOED Employees receive priority consideration for open positions and must apply within 5 days of posting.

All other qualified applicants should submit a resume to the MOED Human Resources Department at 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410) 396-8132 or via email: resumes@oedworks.com. Please place job title and posting number in the subject line.