



Department of Economic Development

An Equal Opportunity Employer

CAREER OPPORTUNITY

HUMAN RESOURCES

301 W High Street, Suite 620
Jefferson City, MO 65102

Interested candidates should:

Email cover letter, current resume, transcripts, and contact information for 3 professional references to:

Leah.Norment@ded.mo.gov

Screening to begin immediately

Closing Date: Open Until Filled

Effective August 28, 2019, the Missouri Department of Higher Education and DED's Division of Workforce Development are transforming to become the nation's leader in preparing the workforce for the future. This combination will redefine Missouri's approach to postsecondary opportunities and increase the range of options available to citizens after they graduate from high school. Join our team during this historic time to develop the workforce of the future!

Workforce Development Specialist IV – Compliance Monitoring

LOCATION: Division of Workforce Development – Jefferson City, MO

TRAVEL: Approximately 50% (statewide)

SALARY: \$45,052.00

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodations.

- Evaluate Missouri Job Center workforce development service delivery within the 14 Workforce Development Areas
- Observe customer flow, services provided and outcomes to identify best practices or areas that need improvement
- Collect data to analyze the effectiveness of the programs. Meet with staff before on-site reviews to identify areas of concern for each local area
- Perform desk reviews of customer information from each local area using the Division's case management system and other State of Missouri databases
- Review participant records for compliance and quality
- Interview local area staff and customers including job seekers, program participants, employers and instructors
- Conduct pre-review and post-review meetings with the local area's workforce development director, functional leaders, and other management staff
- Submit a formal report of monitoring review results for each local area and if action is required, provide follow-up
- Recommend and provide technical assistance/training resulting from concerns found during the Continuous Improvement Reviews
- Answer questions regarding federal and state regulations, guidance letters, and the Division's case management system
- Participate on workgroups and committees regarding Missouri Job Centers
- Gain knowledge of applicable federal/state rules and regulations as well as state and local plans
- Attend various meetings and workshops to provide orientation and/or technical assistance concerning Missouri's Workforce Development System
- Travel to Missouri Job Centers for Continuous Improvement Reviews and technical assistance - required travel may include frequent overnight stays
- Develop, organize and plan all monitoring functions for subrecipient contracts

View all job openings with the Department of Economic Development at www.ded.mo.gov

EOE:F/M/V/D

- Prep for the programmatic, financial and EO monitoring visits to ensure all selected documents were obtained and all necessary information is available during the visit
- Maintain log of schedule with dates of visits, dates letters sent, date of report, issues, correct action response dates, and acceptance letter dates to ensure compliance with state and federal guidelines
- Evaluate internal controls and review source documentation. Review for allowable activities and compliance with Uniform Guidance as well as all federal, state, and local laws and regulations
- Review policies/procedures and test for compliance
- Demonstrate regular and reliable attendance
- Perform other related work as assigned

COMPETENCIES:

Technical Knowledge	Computer Literacy	Customer Service	Problem-Solving	Organization
Written Communication	Verbal Communication	Teamwork	Strategic Thinking	Planning
Self-Direction	Results Oriented	Flexibility	Accountability	Vision

QUALIFICATIONS:

- One or more years of experience as a Workforce Development Specialist III with the Missouri Division of Workforce Development; OR,
- One or more years of experience as a Workforce Development Supervisor III with the Missouri Division of Workforce Development; OR,
- A Bachelor’s degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Psychology, Sociology, Social Work, Labor Economics, Education, Business, Personnel, or Public Administration, or a closely related field; AND,
- Three or more years of professional or technical experience in social service, education, job placement, community organization, or a closely related area; or in business, personnel, or public administration involving responsible public contact, including one or more years of experience in economic development, job placement, employment counseling, employer services, training assessment, job development, or a closely related area; or military experience (at the E-5 level or above) with primary responsibility in recruiting or personnel administration involving interviewing, selection, classification, job placement, or career counseling, including one or more years of experience in economic development, job placement, employment counseling, employer services, training assessment, job development, or a closely related area.
- (24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for one year of the required general experience.)
- (Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required college education.)