



Central Virginia Workforce Development Board Job Description

Duties:

- Commit to the mission and vision values of the Central Virginia Workforce Development Board.
- Establish and promote workforce development policies that improve the social and economic life of the region.
- Influence the design and performance of an integrated system that prepares youth and adults for successful employment.
- Forge collaborations among business, union, local elected officials, government, and community groups to work on workforce issues, such as workforce preparedness and incumbent worker issues.
- Assist in coordinating economic development and workforce development strategies in local communities.
- Influence the design and performance of an integrated system that prepares youth for successful employment.
- Oversee progress towards the strategic vision and ensure that the delivery system is evaluated by customer satisfaction and meaningful performance measures.
- Enhance external communications by bringing important outside views to the Board and, in turn, communicating Board and organizational policies to key external constituencies.

Qualifications:

- Desire to make a positive impact on the quality of life in the community.
- Commitment to devote time and talent in partnering with other organizations to improve the quality of the workforce.
- Belief in the shared values of equity, customer choice, competition, and life-long learning.
- Position as a senior-level decision-maker in your organization.

Time Requirements:

- All members are required to attend at least 80% of board meetings, committee meetings, and special events.
- Average time commitment for members is four to six hours per quarter in addition to scheduled board meetings.
- Individuals are appointed for two year terms with an option to renew after the second year..

Expectations:

- Come well-prepared to meetings.
- Join and actively participate in at least one standing committee of the Board.
- Consistently notify the WDB Chair or staff when you are unable to attend meetings.
- Actively participate through meeting attendance, questioning, advice, and advocacy.
- Act and vote on behalf of the broad mission and long-term interests of the Board – but not based on the interest of a single constituency.
- Avoid conflicts of interest, but if they are unavoidable, disclose conflicts and follow Board policies for removing oneself from a discussion and/or vote.
- Respect the confidentiality of Board deliberations and information provided to the Board.
- Understand and observe the respective roles and responsibilities of the Board and the Chief Elected Officials.
- Take advantage of opportunities to become more educated about the Central Virginia Workforce Development Board and its environment.
- Recruit other employees from your company or organization for appointment to serve on committees of the Board.

Central Virginia Workforce Development Board Standing Committees and Responsibilities

Executive Committee: Consists of each of the Board officers (chair, vice chair) and the chairs of each of the committees. Each of the committees advises the Executive Committee regarding their efforts and progress. The Executive Committee formulates a plan of action based on the decisions of the committees and then makes its recommendations to the Board. As the Board's collective leaders, the Executive Committee serves an important role in the smooth operation and planning of WDB activities.

Operations and Performance: Works with the One-Stop Operator and One-Stop system partners to insure that the interests of job seekers and employers are equally represented in the One-Stop system. It insures that the One-Stop system provides comprehensive services in a seamless, integrated, effective and efficient manner. It insures that knowledgeable, skilled One-Stop system staff delivers high quality services, resulting in high levels of customer satisfaction. It insures that the One-Stop system meets or exceeds performance standards for placement, retention, earnings as well as job seeker and employer customer satisfaction.

Duties:

1. Meet with the One-Stop Operator and partners regularly to enable a dialogue that allows for the sharing of informational and operational issues that may impact One-Stop services.
2. Promote a 'demand-driven' One-Stop system and centers; work collaboratively with stakeholders to transition to this model.

3. Identify resources and provide education that enable stakeholders and WDB membership to better understand, promote, and develop demand-driven services.
4. Provide a forum for discussion and collaboration around issues of integrated service delivery between One-Stop Operator, system partners, and WDB members.
5. Develop a specific action agenda/plan to provide leadership and identify key focal areas for One Stop continuous improvement activities. Annually, update this agenda with input from the partners and present to the full WDB.
6. Implement One-Stop quality assurance activities for the One-Stop's integrated service delivery initiative.
7. Annually review the WDB's One-Stop operating agreements with the One-Stop and partners.
8. Assist the Executive committee in conducting oversight of the One-Stop.

Central Virginia Workforce Development Board Committees

Outreach and Awareness: Builds relationships with key stakeholders throughout the Central Virginia community and guides strategies for delivering workforce development services in partnership with businesses, career seekers and stakeholders. Creates a consistent and relevant message on the availability of workforce services for employers, career seekers and youth in the region.

Duties:

1. Develop and maintain a list of all workforce development stakeholders.
2. Develop and oversee a brand for the delivery of workforce services.
3. Develop an outreach and awareness plan annually; monitor quarterly.
4. Develop an outreach budget for Finance Committee's consideration.
5. Ensure information and access points are available throughout the region for job seekers and employers.

Finance: The purpose of the Finance Committee is to provide oversight of all Workforce Development Board financial matters, including the following:

Duties

1. Develop new sources of funds to carry out the work of the WDB.
2. Oversee the financial stability of the organization.
3. Monitor the allocation of resources to the One Stop Centers, affiliate sties and the allocation of resources to carry out the organization's key functions.

Youth Career Services:

Youth Career Services provides expertise in youth workforce development policy and assists the WDB to develop and recommend local youth employment and training policy; broaden employment and training policy to incorporate youth development; establish linkages with other organizations serving youth; and, evaluate a range of issues that impact young people's success in the labor market.

Duties:

1. Convene as a clearinghouse for youth-related workforce issues. Seek and collect stakeholder input to identify workforce needs in the local youth services system.
2. Maintain a working agenda of identified needs to guide the scope and focus of the youth council. Update this agenda annually to coincide with the allocation of WIOA youth funds.
3. Develop relationships with education, training providers, labor, other youth service providers and the business sector to encourage communication and joint problem-solving to best prepare youth for the local workforce.
4. Assist in the identification of new resources and access of funding opportunities to spearhead stakeholder collaboration and response to identified needs.
5. Serve as the primary liaison and advisory body to the WDB for youth advocacy and establishing youth funding priorities for WIOA funds, including reviewing effectiveness of current contractors and recommending new contractors, as appropriate.
6. Represent the WDB by communicating youth workforce issues, activities, and needs through outreach and communication within the community.

Talent Solutions: The purpose of the Talent Solutions Committee is to make recommendations, inform, coordinate and facilitate regional efforts to improve exposure to high-demand career and entrepreneurship opportunities, along with the education and training required for entry into and advancement within a chosen career. The committee is also responsible for developing industry sector strategies and career pathways in the regional workforce ecosystem to ensure that the education and training system is delivering the skills needed by employers.

Duties

1. Assess, identify and promote regional in-demand occupations
2. Collaborate with secondary and post-secondary schools or training providers to develop career pathways for in-demand occupations.
3. Service as a resource for regional employers to present information on employment needs and become effectively engaged with employment and training organizations secure a qualified workforce.

Special Purpose Committees

The WDB may also establish sub committees or action groups with special assignments. Subcommittee's may be ongoing and report back to the primary committee regularly while action groups may terminate once work on the assignment is accomplished. Sub-committees or action groups could include the following:

- **Business Services and Economic Development** - plans and oversees marketing and outreach services to business as well as evaluating how effectively business is being served as a customer of the One-Stop System.
- **Community and Faith-Based Committee** - coalesces all of the community-based (CBOs) and faith-based organizations (FBOs) in the local area. This committee develops strategies and processes for engaging the organizations and their constituencies in providing services under the WDB's area.
- **Planning Committee** - leads the development of Strategic Workforce Development Plan through activities, such as conducting public forums, focus groups and issue-oriented task forces in order to identify the key issues to be addressed in the plan.
- **Nominations Committee** - develops recommendations for Board officers as well as coordinating submission of WDB member nominations to the Chief Local Elected Officials.
- **By-laws Committee** - meets on a periodic basis to review Board compliance to the By-laws and make recommendations for any necessary changes.

Workforce Innovation and Opportunity Act (WIOA) Administrative Policy #205

Subject: Conflict of Interest and Economic Disclosure

Date of Issuance: February 13, 2013

Revised: January 10, 2018

I. Policy Statement:

All members of the Central Virginia Workforce Development Board (WDB) and Youth Standing Committee serve a public interest and have a clear obligation to conduct all affairs in a manner consistent with this concept. As a federally funded and local government-appointed body, all decisions of the WDB and the Youth Standing Committee are to be based on promoting the best interest of the public good.

II. General Conflict of Interest Provisions:

A. All members of the WDB and Youth Standing Committee are subject to the provisions of the State and Local Government Conflict of Interest Act.

B. A member of the WDB or Youth Standing Committee shall neither cast a vote on, nor participate in, any decision-making discussions related to provision of services by such member (or by an organization that such member directly represents); nor on any matter which would provide any direct benefit to such member or the family of such member.

C. Any WDB or Youth Standing Committee member (or specific entity represented by that member) who participates in the development of contract specifications or standards is prohibited from receiving any direct financial benefit from any resulting contract.

D. Any WDB or Youth Standing Committee member who participates in a WDB/council decision relating to specific terms of a contract, the determination of specific standards for performance of a contract, the development of Invitations for Bid (IFB) or Requests for Proposals (RFP) or other such bid processes leading to a contract, or any similar decisions is prohibited from receiving any direct financial benefit from any resulting contract. In addition, no corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust, foundation or other entity shall receive the contract if it would create a conflict of interest for the WDB or Youth Standing Committee member who participated in this manner.

E. Each WDB and Youth Standing Services Committee member shall file a statement of economic interest on a form and in the timing identified by staff, as a condition of assuming membership and while serving as a WDB or Youth Standing Committee member. The Chief Local Elected Officials shall determine the composition of the statement of economic interest.

F. Any WDB or Youth Standing Committee member with a potential or actual conflict of interest must disclose that fact as soon as the potential conflict is discovered. If it should be determined during a meeting that a conflict of interest exists, the member must verbally declare such conflict of interest, such declaration must be clearly noted in the minutes, and such member must excuse himself from the remainder of the discussion and voting on that item. Each board/council member is responsible for

determining whether any potential or actual conflict of interest exists or arises for him or herself during his tenure on the board/council.

G. If a contract or purchase is made by the WDB involving a member with a conflict of interest, the WDB staff shall verify for the file that the contract or purchase was adequately bid or negotiated and that the terms of the contract or price of the purchase are fair and reasonable.

H. WDB members who are also employees of entities serving as One Stop operator or service provider shall not serve as a voting member on any committees that deal with oversight of the service delivery system or allocation of resources that would potentially be allocated to that member's program.

III. Other Related Provisions:

A. Conducting Business Involving Family Members:

1. No family member of any WDB member will receive favorable treatment for enrollment into WIOA services provided by, or employment with, the WDB or any of its service providers.

2. The WDB's service providers will also avoid entering into any agreements for services with a family member. No direct employment supervision will be permitted by family members as defined herein. When it is in the public interest for the service provider to conduct business (only for the purpose of services to be provided) with a family member, the service provider will obtain approval from the WDB's before entering into an agreement. All correspondence will be kept on file and available for monitoring and audit reviews.

B. Conducting Business Involving Close Personal Friends and Associates:

WDB members, WDB employees and employees of WDB service providers will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the Workforce Innovation and Opportunity Act locally, will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest to conduct business with a friend or associate of a WDB member, WDB staff or staff of WDB service providers, a permanent record of the transaction will be retained.

Definitions:

Family member means (1) a relative related by either blood, marriage or adoption and (2) any other person residing in the same household as the member, who is a dependent of the member or of whom the member is a dependent.

Dependent means any person, whether or not related by blood or marriage, who receives from the member, or provides to the member, more than one-half of his financial support.