

**DIRECTOR, ORANGE COUNTY REGIONAL CONORTIUM WORKFORCE
AND EMPLOYER ENGAGEMENT**

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

Responsible to the Assistant Vice Chancellor of Economic and Workforce Development in Educational Services for the direction of the Orange County Regional Consortium (OCRC) in accordance with the collaborative leadership of the Orange County community colleges districts and community colleges and the California Community College's Chancellor's Office Workforce and Economic Development Initiatives.

REPRESENTATIVE DUTIES

- 1) Serve as an active member of state-wide, regional, or local committees representing the duties of employer engagement initiative for the OCRC as appropriate.
- 2) Responsible for compliance regarding program guidelines, contract regulations and other issues affecting employer engagement strategies for the OCRC member community college districts and community college's career education programs.
- 3) Serves on OCRC-appointed governance committees.
- 4) Works with college administration, faculty and staff to promote the OCRC regional collaboration and coordination employer engagement initiatives, and, coordinates activities with the OCRC member community college district's and community college's economic development programs; and performs other duties as assigned.
- 5) Prepares, monitors, administers, and tracks the employer engagement annual budget and sub-agreement in the OCRC to ensure the maintenance of adequate financial records.
- 6) Responsible for the management and financial transactions as required, including those required for the employer engagement allocation for the OCRC regional collaboration and coordination grant.
- 7) Responsible for interpreting and implementing the rules and policies of the Board of Trustees and the directive of the Chancellor as they affect workforce and economic development activities related to employer engagement.
- 8) Works with other district and college Talent Development and Retention Directors to plan, develop and implement the OCRC regional collaboration and coordination of employer engagement strategy with business and industry.
- 9) Gathers and compiles data for reporting on workforce and economic development initiative and to satisfy accountability requirements.
- 10) Plans, develops and maintains the compliance with appropriate state and federal regulations and policies; and, researches and prepares regular and special reports related to the OCRC employer engagement initiative.
- 11) Maintains current knowledge of federal and state legislation effecting the OCRC regional collaboration and coordination employer engagement initiative; workforce and economic development and labor market conditions.
- 12) Relate to appropriate professional organizations.
- 13) Participates in community activities related to areas of responsibility.
- 14) Serves as the OCRC liaison for the Orange County region-wide employer engagement strategies.
- 15) Works with various workforce/economic development agencies in Orange County to identify and align/leverage employer engagement strategies to determine work-based needs for student readiness.
- 16) Serves as regional liaison to external business and appropriate community organizations.

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- 17) Manages and provides supervision oversight for the OCRC employment engagement strategies in conjunction with OCRC chair, OCRC Talent Development and Retention Directors, OC Center of Excellence Director, including organizing consortium-wide employer engagement meetings, meeting reporting requirements, representing the consortium at statewide and regional employer engagement meetings.
- 18) Manages the deployment of employer engagement structure and strategies for the OCRC, in collaboration with the Talent Development and Retention Directors in the Orange County region, to ensure district/colleges are supported and assisted in expanding work-based learning, increasing student employment, and being responsive to employer workforce needs.
- 19) Provide leadership and long-range employer engagement planning in consultation with Talent Development and Retention Directors to ensure for the implementation and execution of the following employer engagement strategies:
 - a. Work-Based Learning, Apprenticeships, Internships, and Faculty Externships;
 - b. Career Placement;
 - c. Comprehensive Supports and Pathways, Assessment of Prior Learning and Articulation; and
 - d. Industry Training and Education Needs.
- 20) Manages the deployment of the OCRC employer engagement evaluative process, in collaboration with the OCRC Chair and Talent Development and Retention Directors, to measure and report on the effectiveness of the OCRC employer engagement strategies.
- 21) Assist OCRC Talent Development and Retention Directors with facilitating region-wide convenings to ensure workforce training is provided to all and that it is accessible, efficient, responsive, data-driven and improves outcomes.
- 22) Convenes OCRC Talent Development and Retention Directors in regular standing meetings to review workplan objectives and activities, and track, compile, and report outcomes for the following employer engagement benchmarks:
 - a. Expansion Work-Based Learning Opportunities for All Students;
 - b. Increasing Student Employment Outcomes; and
 - c. Responsiveness of Colleges to the Training Needs of Employers.
- 23) Facilitates connections between the colleges and employers, in collaboration with the Talent Development and Retention Directors.
- 24) Supports and coordinates employer engagement efforts, in collaboration with Talent Development and Retention Directors, that promote the college's career and technical education career pathways that are driven by LMI occupational data provided by the Center of Excellence Director and/or staff.

KNOWLEDGE AND ABILITIES

Knowledge of:

- 1) Federal and state regulations governing California Community College Regional Consortia funding structures, including Perkins V, Strong Workforce Programs, and Economic and Workforce Development.
- 2) Statistical and financial procedures.
- 3) Administration, supervision and training principles for staff.
- 4) Communicate actual and proposed changes in regulations.
- 5) Understand and apply changing policies procedures, and guideline.
- 6) Write and speak effectively.

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- 7) Make program and procedural analyses.
- 8) Maintain records and documentation subject to external audit.

MINIMUM QUALIFICATIONS

Education and Experience:

A Master's degree in business administration, marketing, or related field and a minimum of three (3) years of experience in career and technical education, economic and workforce development, employer engagement, and regional project development.

Desired Qualifications:

- 1) Experience as a CTE Dean or CTE Assistant Dean
- 2) Teaching experience in community college career and technical education programs
- 3) Earned doctorate
- 4) Experience delivering results in outcome-based workforce and economic development initiatives
- 5) Excellent communication skills, including: a) written, b), oral, and c) active listening
- 6) Experience with leading discussions and making presentations using appropriate technological resources
- 7) Experience facilitating large groups

Board Approval: June 27, 2022

Grade B