

**DIRECTOR, ORANGE COUNTY (OC) REGIONAL CONSORTIUM
TALENT DEVELOPMENT AND RETENTION**

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 college districts and community colleges and the California Community College's Chancellor's Office Workforce and Economic Development Initiatives.

REPRESENTATIVE DUTIES

PROFESSIONAL RELATIONS

Serve as an active member of regional and local committees representing the duties of Rancho Santiago Community College District (RSCCD) employer engagement initiative for the designated OCRC Talent Development & Retention Director as appropriate. This is a strategic position for the employer engagement initiative of the OCRC, regional collaboration and coordination grant that responds to significant labor market trends, engages industry and OCRC member community college district's and community college's participation in expanding work-based learning opportunities for all students, increasing employment opportunities for students, and the responsiveness of college's to employer talent development training needs. This position works with business and industry, colleges and other stakeholders to help create career educational employment outcome opportunities for students by engaging in initiatives that enable student employment and lifelong learning in the sector; and performs other duties as assigned.

BUDGET

Collaborates with the OCRC Workforce and Employer Engagement Director to prepare, monitor, administer, and track the employer engagement annual budget to ensure the maintenance of adequate financial records. 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.

PROGRAM DEVELOPMENT AND IMPLEMENTATION

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; works with OCRC Workforce and Employer Engagement Director and the region's Talent Development & Retention Directors to plan, develop and implement the OCRC regional collaboration and coordination of employer engagement strategy with business and industry; assists OCRC Workforce and Employer Engagement Director to with gathering and compiling data necessary for reporting on the OCRC employer engagement workforce and economic development initiative and to satisfy accountability requirements; assists the OCRC Workforce and Employer Engagement Director with planning, developing and maintaining the District's compliance with appropriate state and federal regulations and policies related to the OCRC employer engagement initiative; and assists the OCRC Workforce and Employer Engagement Director to with the research and prepare a wide variety of regular and special reports related to the OCRC employer engagement initiative.

OTHER PROFESSIONAL DUTIES

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.

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Relate to appropriate professional organizations and committees that drive work-based learning, apprenticeships, internships, and faculty externships; participates in community activities related to areas of responsibility.

ESSENTIAL FUNCTIONS

- 1) Serves as the OCRC liaison for community college districts and community colleges for work-based learning, apprenticeship, internships, and faculty externships.
- 2) 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.
- 3) Collaborates in the OCRC employment engagement strategies in conjunction with OCRC chair, Workforce and Employer Engagement Director, the region's OCRC Talent Development & Retention Directors, and the OC Center of Excellence Director and staff, including organizing consortium-wide employer engagement meetings, meeting reporting requirements, representing the consortium at statewide and regional employer engagement meetings.
- 4) Collaborates in deployment of employer engagement structure and strategies for the OCRC, in collaboration with the Talent Development & 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.
- 5) Contributes to long-range employer engagement planning in consultation with the region's Workforce and Employer Engagement Director and Talent Development & 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 & Pathways, Assessment of Prior Learning & Articulation; and
 - d. Industry Training and Education Needs.
- 6) Collaborates in the deployment of the OCRC employer engagement evaluative process, in collaboration with the OCRC Chair, Workforce and Employer Engagement Director, and the Talent Development & Retention Directors, to measure and report on the effectiveness of the OCRC employer engagement strategies.
- 7) Collaborates in region-wide convenings to ensure workforce training is provided to all and that it is accessible, efficient, responsive, data-driven and improves outcomes.
- 8) Participates 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
- 9) Participates in employer engagement efforts, in collaboration with the Workforce and Employer Engagement Director and the region's Talent Development & Retention Directors, that promote college's career & technical education career pathways that are driven by LMI occupational data provided by the Center of Excellence Director and/or staff.

KNOWLEDGE AND ABILITIES

Thorough 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; statistical and financial procedures; administration, supervision and training principles for staff.

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- 2) Communicate actual and proposed changes in regulations; understand and apply changing policies procedures, and guideline; write and speak effectively; make program and procedural analyses; maintain records and documentation subject to external audit.

MINIMUM QUALIFICATIONS

A Master's degree in business administration, marketing, or related field and a minimum of three (3) years of experience in career & technical education, economic & 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 & technical education programs
- 3) Experience delivering results in outcome-based workforce & economic development initiatives
- 4) Excellent communication skills, including: a) written, b), oral, and c) active listening
- 5) Experience with leading discussions and making presentations using appropriate technological resources
- 6) Experience facilitating large groups

**Board Approved: June 27, 2022
Grade G**