

TRWIB, Inc. (Three Rivers Workforce Investment Board)

Position: Compliance Manager
Location: 425 Sixth Avenue Pittsburgh, PA 15219
Reports To: Director of Research, Planning and Business Development

Summary

The Three Rivers Workforce Investment Board (TRWIB) is a public/private policy board charged with overseeing and creating policies on local area workforce development initiatives. The Compliance Manager is responsible for planning, researching, and evaluating local, state and federally funded workforce development programs.

Essential Duties and Responsibilities

- Certifies education and training providers' applications for Workforce Investment Act funding and provides technical assistance to providers pursuing funding.
- Develops and maintains the high priority occupation list and coordinates the petition process annually to add occupations.
- Oversees process of chartering local PA CareerLink centers and provides technical assistance to sites during the chartering process. Provides TRWIB Board with information and direction on PA CareerLink chartering and re-chartering process.
- Coordinates federal and state monitoring/oversight visits.
- Tracks and analyzes local area program performance and customer satisfaction data.
- Identifies trends in LWIA performance, demographic and customer satisfaction data and keeps staff informed of the trends on a timely basis.
- Helps identify and articulate critical local workforce issues through research assistance, specifically through the high priority occupation process and the eligible training provider list.
- Manages projects that are aligned with TRWIB's strategic objectives.
- Negotiates WIA performance standards on behalf of the City of Pittsburgh and Allegheny County with the PA Department of Labor and Industry.
- Conducts annual programmatic and fiscal monitoring of the local PA CareerLink system and the city of Pittsburgh and Allegheny County.
- Develops and updates TRWIB monitoring tools based on changes and need.
- Revisits TRWIB policies annually and updates accordingly.
- Drafts, submits, and modifies the City of Pittsburgh's and Allegheny County's WIA operational plan to the Department of Labor and Industry.
- Convenes and manages the TRWIB Compliance Committee.
- Collaborates with TRWIB staff to meet organizational goals.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Ability to read and interpret federal and state laws, regulations, polices and statistical data.
- Ability to prepare and present accurate written and oral reports.
- Ability to communicate effectively, both orally and in writing, and through graphic presentations.
- Ability to establish and maintain effective working relationships with supervisors, associates, outside agencies and the general public.
- Strong organizational and time management skills.
- Strong computer skills including experience using Microsoft Word, Outlook, Excel, Access, and Powerpoint.

Education/Experience Requirements

A Bachelor's degree is preferred. Knowledge of the theory and principles of employment and training program planning and evaluation, and knowledge of local, state and federal governmental operations a plus.

To Apply

Please send a resume, cover letter, salary requirements, and three references to Kelleigh Boland at kboland@trwib.org . All applications must be complete and received by October 15, 2009. No phone calls please.

TRWIB provides equal opportunity in employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. TRWIB, Inc. is an EEO employer.