

Reemployment Services Administrator

Salary	\$29.58 Hourly	Location	Lincoln, NE
Job Type	PERM FULL TIME	Department	Department of Labor
Job Number	60007277	Closing Date	11/18/2019 11:59 PM Central

Description

The Nebraska Department of Labor has an exciting opportunity to join our Employment and Training Division as a Reemployment Services Administrator. This position is responsible for performance management and reporting outcomes across multiple federal programs, internal and external policy development and compliance as well as oversight of the State's labor exchange system. The successful candidate will also manage workforce development programs as assigned.

We offer an excellent total compensation package including: 12 paid holidays; vacation and sick leave; State-matched retirement plan; health, dental, vision, and life insurance options!

Job location is the Terminal Building, 941 O Street, Downtown.

Hours: 8-5, Monday - Friday.

Examples of Work

Plans, organizes, coordinates, and provides administrative direction regarding the delivery of Employment and Training (E&T) programs and areas that crossover with Unemployment Insurance. Oversees the development of policy and planning, performance and compliance management and IT systems within the Reemployment Division. Develops positive relationships and collaborates with other departments, state and federal agencies, non-profit and public sector entities, and state and local Workforce Boards in order to create effective programs that meet the needs of employers and job seekers. Creates, monitors and manages complex program budgets. Monitors fiscal expenditures to ensure federal grant expenditures are not exceeded and that all grant funds are leveraged within limitations by grant sources, conducts fiscal analysis on expenditure rates and advises the Deputy Commissioner for Reemployment of unusual trends and problems. Administers the delivery of program under the Workforce Innovation and Opportunity Act (WIOA) and other programs as assigned. Oversight of federal regulations and state policy across multiple department programs. Works with federal representatives to ensure program compliance. Monitors and analyzes participant data through NEWorks and other IT based programs as required. Oversees the IT functions related to Employment and Training Program implementation including cross collaboration with Unemployment Insurance programs and other divisions. Supervision of 4 to 10 direct reports.

Qualifications / Requirements

REQUIREMENTS: Bachelor's degree in public administration, business administration, financial management, human services, social sciences, education or other related field. Three years' of experience with program management in either the public or private sectors. Experience may be substituted for educational requirements on a year-for-year basis.

PREFERRED: Juris Doctorate or closely aligned graduate degree. Five years' of progressively responsible experience in a high level administrative or program management capacity, preferably in both private and public sectors and a minimum of five years' experience in an employment and training or closely related field. Proficient in technology systems. Experience in managing federal grant programs and data base systems. Bilingual skills desired but not required.

OTHER: Must have a valid driver's license or the ability to provide independent authorized transportation.

Knowledge, Skills and Abilities

Knowledge of: computer technology with experience in complex data bases, Microsoft Office (Word, Access, Outlook, Excel and Power Point). Skilled in: analytical thinking, problem solving. Ability to: communicate effectively to present information to others.

How to Apply:

Interested applicants can apply through the Nebraska State jobs website. Please click on the following link:

<https://www.governmentjobs.com/careers/nebraska/jobs/2621886/reemployment-services-administrator>

State agencies comply with Nebraska's Veterans' Preference laws. If you are a veteran, the spouse of a 100% disabled veteran, or the spouse of a service member currently on active duty or discharged within the past 180 days, you may be eligible for Veteran's Preference in the employment process.

To verify eligibility, applicants must submit the Form DD214, preferably Member Form #4, along with proof of a service-connected disability and if claiming preference as a spouse, proof of marriage. All information must be submitted at the time of application. Once submitted, you do not have to provide the information again.

As a spouse of a veteran currently on active duty, preference may be claimed during the time of active duty and up to 180 days after their separation from service.