

VIRGINIA EMPLOYMENT COMMISSION
Richmond, Virginia

Position Announcement

Chief Labor Market Information Strategist & Bureau of Labor Statistics Programs Manager, #03452
(Policy and Planning Manager II)

LOCATION: Economic Information & Analytics – Central Office

SALARY: \$57,342 - \$75,000 (Pay Band 6)

DEADLINE: March 8, 2019, 11:59 pm

DUTIES & RESPONSIBILITIES: Serves as Assistant Economic Information Analytics (EIA) Director and Chief Strategist and Program Manager of Labor Market Information (LMI) and Bureau of Labor Statistics (BLS) Programs. As the Chief, provides technical supervision of programs, staff, and administrative functions; oversees production, analysis and dissemination of LMI and BLS information, products, publications, reports, and surveys in cooperation with the BLS and other federal agencies; ensures appropriate technical assistance and responses to data requests are provided to other units within the Virginia Employment Commission (VEC), other state agencies, private sector businesses, educational institutions, and the general public; ensures related website areas are functional and up-to-date; and ensures activities comply with applicable requirements. Manages customized data share agreements; serves as liaison for complex customized IT originated reports and projects; oversees production of reports in various media; and initiates program maintenance, development, and enhancement requests. Responds to complex data and information requests; interprets economic and demographic data; serves on various committees and task forces; provides outreach to One Stops and Local Workforce Development Boards; and conducts formal training and presentations. As the EIA Assistant Director, contributes to continuous development of new and enhanced products and services that meet business needs; assists with budget development and execution, contracts, human resources, grants management and reporting, and strategic management; serves as designee to Director; provides input on policy development and implementation; and serves as legislative liaison, reviewing legislative and programmatic changes and making recommendations to address.

MINIMUM QUALIFICATIONS: Knowledge of management principles and practices; Virginia's economy and economic conditions; research, statistical analysis, and economic theory, methodologies, and models; quantitative analysis and quality assurance techniques; and audio-visual presentation and production control techniques, principles, and procedures, including visual and social media. Strong program management and evaluation, oral and written communication, research, statistical analysis, and computer skills (including statistical software packages and systems such as Excel, Access, IMPLAN, or related software). Ability to manage complex statewide programs, professional staff and related administrative issues (strategic planning, budget, legislative changes, information systems and sharing, grants management and human resources); plan, design and conduct research projects and studies; manage the analysis and reporting of data; interpret and apply policies and procedures; prepare comprehensive reports; make and support recommendations; work independently and collaboratively with various parties; explain complex economic and labor market data; conduct training and make formal presentations; and respond to requests for technical information.

PREFERRED QUALIFICATIONS: Graduation from an accredited college or university with a degree in Economics, Statistics, Mathematics, Business/Public administration or a related field, or an equivalent combination of training

and experience. Considerable experience managing BLS or LMI programs. Considerable experience working with labor market, statistical and economic data.

The selected candidate must successfully complete a background investigation.

TO APPLY: Go to www.vec.virginia.gov.

The Virginia Employment Commission Is An Equal Opportunity Employer/Program. AmeriCorps, Peace Corps and other national service alumni are encouraged to apply. Auxiliary Aids and Services are available upon request to individuals with disabilities. Applicants needing accommodations should contact the Human Resource office for additional information.