



OAKLAND COUNTY MICHIGAN  
invites applications for the position of:

## Workforce Development Technician III

**SALARY:** \$56,797.78 - \$74,300.46 Annually

**OPENING  
DATE:** 09/04/18

**CLOSING  
DATE:** Continuous

### **ANNOUNCEMENT INFORMATION:**

**All applications must clearly indicate how the Minimum Qualifications, if applicable, are met. Provide as much detail as possible under employment history along with the hours worked per week at each job.**

### **PURPOSE**

The purpose of this examination is to establish an eligible list from which to fill present or possible future vacancies in this classification. For each vacancy, a Department Director/Division Manager has the choice of the applicants in the top group. This list will remain in effect for six months, unless exhausted, superseded by a new eligible list or extended for another six months by the Human Resources Committee.

### **TRAINING AND EXPERIENCE TEST**

The examination will consist of an evaluation of the applicant's responses on the official employment application form that includes supplemental questions regarding the applicant's training and experience. Your responses will be scored and there are no test retakes. You will be notified of your results by email.

The exam content as described above may be modified depending upon the number of applicants or other factors that influence the practicality or usefulness of this selection process. Where minor differences in actual test scores do not reflect meaningful differences in ability, those scores will be statistically grouped resulting in a tie among those applicants.

### **CLOSING WITHOUT A DATE**

This is a continuous examination, and applications will be accepted until such time as there are sufficient applicants to meet the County's current recruitment needs. As such, interested persons should make application promptly. Applicants will be tested in groups as they apply. Successful applicants, regardless of their testing date, will be ranked on the eligible list based on their final examination scores. The original rank of persons on the eligible list may change as later applicants are tested and added to the list. Notice of the last date to apply for this examination will be posted in the Human Resources Department and on this posting one week prior to the application deadline. Applications will not be accepted after the posted closing date.

### **TRANSCRIPTS REQUIRED**

All applicants for this classification must upload a copy of their college transcript under the attachment section. This section is used for **transcripts only**. Do not upload any other documents such as reference, cover letter, resume, etc. **NOTE: If a job offer is made, an official transcript will be required.**

### **JOB SUMMARY:**

Under direction, performs a variety of duties related to the administration of workforce development programs (WDPs) funded under various statutes and grants, including the Workforce Innovation and Opportunity Act (WIOA), the Trade Adjustment Assistance Act (TAA), Welfare to Work programs, the Community Ventures program, and the Wagner-

Peyser Employment Service (ES). Responsible for a number of programmatic areas, including on-the job training, classroom training, work experience, employment development services, business retention services, and for a number of administrative areas. Drafts various workforce development documents, including forms, process guides, policies, service provider contracts, and job training plans. Analyzes various workforce development federal, state and county statutes, regulations, and policies. Reviews and checks the accuracy of various Workforce Development service provider documents, including program participant eligibility forms, training agreements, and reimbursement/payment requests. Serves as a liaison between the Workforce Development Division and service provider contractors. Utilizes current County-wide and/or department specific software to complete assignments. Provides staff support for various workforce development and education committees.

### **MINIMUM QUALIFICATIONS:**

**All applications must clearly indicate how the Minimum Qualifications, if applicable, are met. Provide as much detail as possible under employment history along with the hours worked per week at each job.**

### **TRANSCRIPTS REQUIRED**

All applicants for this classification must upload a copy of their college transcript under the attachment section. This section is used for **transcripts only**. Do not upload any other documents such as reference, cover letter, resume, etc. **NOTE: If a job offer is made, an official transcript will be required.**

At the time of application, applicant must:

1. Possess a Bachelor's Degree from an accredited college or university with a major in Business Administration, Public Administration, Human Resources, Sociology, Psychology, Education or a related field; **AND**
2. Have had at least three (3) years of full-time work experience in administering and/or operating federal and state workforce development programs.
3. Possess a valid motor vehicle operator's or chauffeur's license. Out of Country driver's license holders will be required to obtain the appropriate valid State of Michigan driver's license before the hire date.
4. Pass the complete examination, including the employment medical, established for this classification.
5. Successfully complete the six month probationary period.

### **SPECIAL REQUIREMENTS:**

Maintain a valid United States motor vehicle operator's or chauffeur's license.

---

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.oakgov.com>

2100 Pontiac Lake Road  
Waterford, MI 48328  
248-858-0530

[ocijobs@oakgov.com](mailto:ocijobs@oakgov.com)

---

Position #2018-172  
WORKFORCE DEVELOPMENT TECHNICIAN III  
KF

## Workforce Development Technician III Supplemental Questionnaire

- \* 1. The next set of questions begins the Training & Experience Questionnaire. THIS SET OF QUESTIONS WILL BE SCORED AS A TEST. Only those scoring in the top group will be sent to the hiring department for final consideration and placement on an eligible list of candidates. You will be notified of your results by email. Following these instructions are questions related to important job tasks performed by this classification. Be sure to respond to all questions. I have read and understand these instructions.
- Yes    No
- \* 2. Do you have at least three (3) years of full-time work experience collaborating with the following? Select all that apply:
- Educational facilities
  - Governmental agencies
  - Employers
  - Labor organizations
  - Community based organizations
  - Michigan Works! Service Centers
  - None of the above
- \* 3. Do you have full-time work experience reviewing and administering workforce development legislation, regulations, policies, and procedures?
- Yes    No
- \* 4. Do you have full-time work experience reviewing and administering the following programs (select all that apply):
- Workforce Innovation and Opportunity Act (WIOA)
  - Trade Adjustment Assistance (TAA)
  - Welfare to Work (PATH, TANF)
  - Employment Services (ES)
  - Skilled Trades Training Fund/GoingPRO Talent Fund
  - Apprenticeships
  - Business Resource Networks
  - None of the above
- \* 5. Do you have full-time work experience developing and implementing the following? Select all that apply:
- Employer consortiums (e.g. Business Resource Networks, Boards, Committees, etc.)
  - Workforce development programs for businesses
  - Workforce development programs for youth and adults
  - Program policies and procedures that align with state and federal policies
  - None of the above
- \* 6. Do you have full-time work experience partnering with local, state, and federal partners to integrate their resources and services with workforce development programs?
- Yes    No
- \* 7. Do you have at least three (3) years of full-time work experience writing policies, programmatic and administrative reports, requests for proposals, workforce development program plans, and/or work statements?
- Yes    No
- \* 8. Do you have full-time work experience reviewing, designing, or revising participant and employer forms and documents to ensure compliance with program policies and procedures?
- Yes    No

- \* 9. Do you have full-time work experience measuring workforce development program compliance, outcomes, and effectiveness?  
 Yes    No
  
- \* 10. Do you have full-time project management experience coordinating workforce development events, roundtables, committees, job fairs, or orientations?  
 Yes    No
  
- \* 11. Do you have full-time work experience facilitating meetings and training of various staff, employers, boards, and/or committees, including preparing meeting materials?  
 Yes    No
  
- \* 12. Do you have a valid Driver's License? Please provide the DL number below:

\* Required Question