

JOB ANNOUNCEMENT PROGRAM PERFORMANCE ANALYST

SOUTH CENTRAL COUNCIL OF GOVERNMENTS WORKFORCE DEVELOPMENT PROGRAM

GENERAL DESCRIPTION

This position assists the WIOA Administrator with analyzing data and other information to enhance the performance of the WIOA program, as part of a continuous improvement process.

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to inquiries and issues.

Work is primarily performed in a standard office environment. Travel to meetings, events, and other activities is required. Occasional overnight travel is also required. Light physical demands; mostly desk work requiring the ability to lift and carry files and reports and frequent use of a personal computer.

FIRST CONSIDERATION MAY BE GIVEN TO CURRENT SOUTH CENTRAL COUNCIL OF GOVERNMENTS EMPLOYEES WHO MEET THE MINIMUM REQUIREMENTS.

COMPENSATION OFFERED & GENERAL INFORMATION

Starting Salary Range:	\$20.00 - \$24.00 hourly DOE
Health Benefits:	State of NM Health Insurance: Health, Vision, Dental & Life
Retirement Benefits:	State of NM PERA Retirement
Leave:	Annual, Sick and Holiday
Status:	Permanent, Full-time after six-month probationary period
FLSA:	Non-Exempt
Supervisor:	WIOA Administrator
Work Location:	Mesilla, NM office

MINIMUM QUALIFICATIONS

- Bachelor's degree and a minimum of five years of business or government work experience is required
- Experience with Microsoft Word, Excel, and Outlook is required
- Valid driver's license may be required or preferred. If applicable, position requires an acceptable driving record in accordance with the personnel policies

MINIMUM DUTIES TO BE PERFORMED

- Reviews, analyzes, and reports on
 - the local workforce development four-year plan to measure the progress of the goals and objectives
 - the performance of sub-recipient contracts
 - on labor market information and economic trends
- Assists with the development of strategies to improve program performance
- Assists with analyzing sector partnership strategy data and trainings that meet industry needs
- Assists with the development of training topics based on program performance
- Identifies best practices and emerging compliance issues about compliance reporting systems, policies, and practices.
- May be assigned other projects and duties

KNOWLEDGE, SKILLS & ABILITIES

Knowledge:

- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

SOUTH CENTRAL COUNCIL OF GOVERNMENTS IS AN EQUAL OPPORTUNITY EMPLOYER

Offer of employment is contingent upon verification of individual's eligibility for employment in the United States, passing a background check and drug test.

Funded by the U.S. Department of Labor

- Regulations — Knowledge of government regulations, executive orders, local board policies
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills in:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Speaking — Talking to others to convey information effectively.
- Operating a personal computer with installed generic and specialized software, such as Microsoft Word, Excel, and Outlook.

Ability to:

- Analyzing Data or Information — The ability to identify the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

CERTIFICATES, LICENSES AND OTHER ITEMS REQUIRED

- Valid vehicle driver's license is required.
- Background check and drug screening required.
- Assessments may be required as part of interview process.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work is performed primarily in-office and public setting assembly areas. Travel within the seven-county area and beyond is required.
- The incumbent must have audio and visual acuity, as well as the ability to communicate both orally and in writing. Mobility is requisite. Some lifting, bending, reaching, and grasping may be involved; maximum lift load would be 30 lbs.

Reply to/Deadline for Applications:

APPLICATION REQUIREMENTS

Email a cover letter and resume with the names, addresses, e-mails & telephone numbers of three references.

Email to:

Steve Duran, WIOA Administrator
jobs@sccog-nm.com in Microsoft Word or PDF format

DEADLINE FOR APPLICATIONS TO BE RECEIVED:

NO LATER THAN MONDAY, AUGUST 24, 2020 at 11:59 pm (MDT).

SOUTH CENTRAL COUNCIL OF GOVERNMENTS IS AN EQUAL OPPORTUNITY EMPLOYER

Offer of employment is contingent upon verification of individual's eligibility for employment in the United States, passing a background check and drug test.

Funded by the U.S. Department of Labor