Position:
Workforce Development Program Manager (Planner III)

Organization description:
The City and County of Honolulu ("City") Office of Economic Revitalization (OER) was established mid-2020 to coordinate the City's response to the COVID-19 pandemic and economic recovery. OER ensures that COVID-19 information is widely available to businesses and community institutions to operate in a safe manner to ensure that O'ahu's economy can remain open. OER also directly assists O'ahu residents and businesses to find assistance and execute COVID relief funded jobs and other programs. Additionally, OER is tasked with the development and transition over time to a more diversified and resilient economy.

Duties and responsibilities:

1) In cooperation with public agencies, nonprofit service providers, and other interested entities and individuals, the Planner III is responsible for the management and implementation of programs utilizing federal, state and city funds.
   a. Participate in the development, analysis and completion of a project or assumes project responsibility for a major special purpose study requiring initial development and management and where assignments are of a creative nature
   b. Participate in the preparation of goals, policies, and standards; participate in determining the objectives, scope, planning methods, techniques, standards and other criteria utilized on projects and studies; assign work to subordinates participating in projects and studies and provides instructions on procedures, techniques and methods; coordinate phases of projects and checks and reviews work of subordinates for adequacy and completeness; keep superior information on status and progress of project

Specific duties and responsibilities include, but are not limited to:
   a) Develops and executes contracts, agreements, and other legal documents.
   b) Reviews and processes requests for payments submitted by contractors.
   c) Monitors contractors for compliance with federal, state, and city contracts and sub recipient agreements on an ongoing basis; undertakes onsite monitoring as needed to verify contract compliance. Follows up with organizations on corrective actions.
   d) Evaluates the performance of contractors in terms of achieving the goals and objectives of the project and compliance with all contract requirements.
   e) Prepares periodic reports and analyses to on the progress of federal, state and City projects.
   f) Prepares financial reports for contracts and agreements. Such reports include, but are not limited to, expenditure reports and projections, and project budgets.
g) Works with agencies to design, develop, and implement an appropriate program evaluation regiment to assess the effectiveness of their program which serves the at-risk population.

2) Fosters collaboration among government agencies, contractors and other community groups to coordinate programs, improve data collection and performance measurement, and maximize use of resources. Makes recommendation to keep projects within budget and on schedule.

3) Reviews federal, state and local laws relating to workforce development projects and recommends changes to agreements, procedures and monitoring of contractors.

4) Responds to requests for information regarding the OER’s workforce development programs and projects related to federal, state, and city funding from City officials, the public, elected officials and other interested parties by preparing written responses and informational materials.

5) Conducts literature search and studies for best practice methodology; formulates recommendations for programming of funding to maximize equity focus; assists in the development of OER’s plans and policies.

- Serve as program manager for the Workforce Development sector as related to Oahu’s economic recovery from the pandemic (50%)  
  - Develops, implements and reports on COVID-19 relief programs created and federal funding received

- Required to work with City Departments, State and County Governments, related non-profits and community to develop, implement, and report on services and programs (20%)  
  - Meets and confers with managers, department heads, staff and the public to resolve problems caused by COVID-19, clarify OER agency goals and objectives, responsibilities and suggest means for implementing recommendations to address economic revitalization, and the pandemic response as approved by the Executive Director.

- Represent the City with various stakeholder and community meetings regarding workforce development and the COVID-19 pandemic. (15%)

- Advises the Executive Director in his/her decisions relating to City agency response to workforce development and the COVID-19 pandemic by providing pertinent information or pointing out workable alternatives (5%)

- Reviews materials, reports and other communications relating to City programs responding to workforce development issues and COVID-19 which include general administrative, financial and budgetary matters of City agencies and makes recommendations for their disposition based upon knowledge of the thinking and policies of OER (5%)  
  - Prepares and answers correspondence for the Executive Director relating to Workforce Development and COVID-19 or OER business.

- Performs other related duties as may be assigned to ensure efficient operations of the City OER (5%)

Qualifications:
- Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with specialization in planning, economics, sociology, public administration and professional work experience in related activities or as applicable for positions requiring specific specializations:
  - (WORKFORCE DEVELOPMENT) professional work experience in project planning, coordination and/or management, which may include workforce development, and which shall have included significant involvement in feasibility analysis and the
review of business plans and project/grant proposals and demonstrated knowledge of different means of financing and project budgeting

- (PROGRAM MONITORING) professional administrative, fiscal or analytical experience in monitoring, evaluating and/or administering federal, state or private grants

- Ability to plan and supervise the work of subordinates; translate ideas and recommendations into plans which are in conformance with laws and regulations, and with the best social, economic and public interest utilization; collect, analyze, and interpret data pertaining to related situations, and make effective decisions and recommendations from these data; speak effectively to individuals and to groups, and to prepare reports.

- Patience and empathy when dealing with individuals, contractors, non-profits, and community-based advocacy groups that may be experiencing challenging and difficult situations

- Computer, internet, web-based program management platforms and smart phone usage skills

- Good verbal and written and communication skills

- Strong attention to detail

- Ability to interpret laws, rules, and regulations; make sound observations, remember facts, and give testimony based thereon; communicate effectively with the public and representatives of other governments agencies

Physical requirement:
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Compensation:
Starting salary commensurate with experience.

Employment duration:
Employment to start as early as October 11, 2021.

To apply:
To apply, please send a 1 page cover letter, current resume, and at least three current references to oer@honolulu.gov. Please highlight aspects of your experience that are relevant for this position for this position and explain why you are interested in working with the City and County of Honolulu in this role.

Deadline to apply:
Applications will be accepted until position is filled.