

California State University, Fresno Foundation

WORKFORCE DEVELOPMENT SPECIALIST – BAY AREA ACADEMY

JOB ANNOUNCEMENT #22-328

POSITION SUMMARY:	<p>Two (2) full-time, benefited positions for the California State University, Fresno Foundation. The Bay Area Academy (BAA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University, Fresno. The California State University, Fresno Foundation provides employment and fiscal oversight for the Bay Area Academy. The BAA provides classroom training, coaching and workforce development support to child welfare staff and other IVE eligible agencies in 12 Bay Area counties.</p> <p>The Workforce Development Specialist develops and implements Annual Training Plans for assigned counties and Regional Projects within the Bay Area in support of the Integrated Core Practice Model. The Workforce Development Specialist will engage in and provide oversight for a range of workforce development and educational activities, including curriculum review and/or development, training delivery, coaching and mentoring, transfer of learning, needs assessment, implementation support and evaluation activities. The Workforce Development Specialist partners in these activities with the Staff Development Leadership at assigned counties.</p> <p>The Workforce Development Specialist is responsible for the timely delivery of all activities identified in Annual Training Plans and the management of the corresponding budget for each assigned project. The Workforce Development Specialists are responsible for supporting counties with integrating best practices and multiple initiatives while guiding counties in building workforce capacity.</p> <p>The Workforce Development Specialist is a member of the Academy's Leadership Team. The Leadership Team sets the program-related priorities for the Academy and is accountable to the Executive Leadership Team who holds the decision-making authority within the program.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Program Development Manager, this position is responsible for the following:</p> <ul style="list-style-type: none"> • Follow the Academy's protocols and procedures, develop and implement an Annual Training Plan for each assigned project. • Provide budget oversight for each assigned project ensuring that all deliverables are met on time and within budget. • Recruit, select, coordinate, oversee and develop all sub-contractors needed to ensure timely completion of all deliverables. • Lead and contribute to the development and implementation of Advanced Series Trainings. • Lead and contribute to regional and statewide initiatives, activities and curriculum and participate in Statewide Committees. • Negotiate agreements with Independent Contractors, within the parameters of the Foundation's Independent Contractor guidelines and Bay Area Academy's fiscal processing parameters and management approval. • Lead or assist with the development of implementation tools, measures, and learning resources that may be useful to partners or to team members providing implementation support. • Using implementation science and practice frameworks to support implementing agencies to operationalize innovations, develop implementation teams, build infrastructure supports, and develop enabling contexts. • Review and provide guidance to trainers and coaches when developing requested curricula to ensure adherence to the Academy's curriculum guidelines. • Oversee logistics including scheduling for training events in collaboration with county representatives and Operations Team. Provide training coverage or support when necessary. • Meet regularly with county representatives to identify and monitor capacity-building needs throughout the duration of the implementation of the Annual Training Plan.

	<ul style="list-style-type: none"> • Meet with Independent Contractors as needed to provide quality training and consultation. • Participate in implementation or County management meetings upon request. • Develop new training titles and executive summaries as needed. • Written communication via Google Suite, Slack and email. • Maintain notes and summaries for lead projects. • Review and approve monthly and quarterly deliverable reports. • Review and respond if necessary to monthly Enrollment reports. • Review and contribute to Quarterly Statewide Meeting Attendance Reports and annual SWERT report. • Review and discuss SIPS and CSAs with county partners. • Inform and team with other BAA departments to ensure the smooth and timely delivery of workforce development activities. • Project Coordination and general management of workforce development projects, including but not limited to quality assurance of new curriculum, creating and implementing work-plans for long-term projects. • Facilitating county, regional and agency meetings and workgroups utilizing culturally-responsive and implementation science-oriented strategies. • Maintain regular verbal, face-to-face and written contact with Independent Contractors, county staff, and Academy staff including the Assistant Director. • Attend Bay Area Academy Staff Meetings, Leadership Team Meetings and other meetings as assigned by the Program Development Manager. • Regular, ongoing travel throughout the Bay Area and the state, which requires a valid driver's license, reliable vehicle and valid insurance. • Other duties as assigned
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor's degree in social works, counseling or other related field • Four (4) years of progressively responsible professional experience in child welfare and demonstrated leadership skills and abilities • Training experience and/or experience in coordinating program delivery in a staff development program • Proven ability and experience in project and budget management • Knowledge of workforce development principles and concepts • Knowledge of implementation science and principles of organizational culture and climate • Successful experience in conducting meetings and facilitating groups • Demonstrated knowledge of current child welfare practice • Proven ability to design and conduct a training needs assessment • Demonstrated professional writing and speaking skills • Fluency in computer skills, including Microsoft Work suite including word and excel and experience working in cloud based environment • Demonstrated experience in working in collaboration with other professionals • Must possess a valid driver's license in good standing, reliable vehicle, and valid insurance as travel is required within the Bay Area and throughout the state. <p>Preferred</p> <ul style="list-style-type: none"> • Master's degree in social work, counseling or other related field preferred • Two (2) years experience in a public social service agency
COMPENSATION:	<p>\$6,250.00 - \$6,583.33 per month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.</p>
DEADLINE:	<p>Application review begins June 2, 2022; open until filled.</p>

TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>
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RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.