

California State University, Fresno Foundation

WORKFORCE DEVELOPMENT SPECIALIST – BAY AREA ACADEMY

JOB ANNOUNCEMENT #26-809

POSITION SUMMARY:	Full-time, benefited position with the Bay Area Academy through 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 to the BAA. The BAA provides classroom training, coaching and organizational support to child welfare staff and other IVE eligible agencies in 12 Bay Area counties. The Workforce Development Specialist (WDS) develops and implements Annual Service Delivery Plans for assigned projects. Projects may include counties and/or regional/statewide initiatives. The WDS 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 WDS partners in these activities with Statewide, Regional, CalAcademy and County partners. The WDS is responsible for the timely delivery of all activities identified in Annual Service Delivery Plans and the management of the corresponding budget for each assigned project. The WDS are responsible for supporting counties with integrating legal requirements, best practices and multiple initiatives while guiding counties in building workforce capacity. The WDS is a member of the Academy’s Program Development Team. The Program Development 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.
ESSENTIAL JOB FUNCTIONS:	• Following the Academy’s protocols and procedures, develop and implement an Annual Service Delivery 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 Services following the Academy’s protocols; • 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; • Leads 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 service delivery in collaboration with county representatives and Operations Team. Provide training coverage or support when necessary;

	• Meet regularly with county and statewide representatives to identify and monitor capacity-building needs throughout the duration of the implementation of the Annual Service Delivery Plan; • Meet with Independent Contractors to provide quality training and consultation; • Participate in Statewide, Regional and/or County meetings and workgroups; • Maintain documentation for lead projects that including notes, summaries and reports; • Inform and team with other BAA teams to ensure the smooth and timely delivery of workforce development activities; • Project 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 statewide meetings and workgroups utilizing culturally-responsive and implementation science-oriented strategies; • Maintain regular verbal, face-to-face and written contact internally as well as with Independent Contractors, county staff, regional, statewide and CalAcademy partners; • Attend Bay Area Academy Staff Meetings, Program Development 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; and • Required to attend training annually to further develop skill and knowledge • Serves as first point of contact for assigned counties and projects • Maintains current knowledge of BAA policies/procedures to ensure conformity to regulations and practice • Represents BAA with integrity, responsiveness, fosters a positive attitude and objective view of situations, and models professional standards of communication (i.e. collaborates, courteous, cooperative, clarity) • Stays informed of all CDSS issued All County Notices, All County Letters, and other related documents that inform Workforce Development mandates. • Other duties as assigned.
POSITION REQUIREMENTS:	<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> Required: • Bachelor's degree in social work, 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 • Ability to give and receive feedback and incorporate feedback into practice and behavior change • Ability to develop and follow through on an agreed upon work plan • Ability to maintain confidentiality as appropriate when dealing with sensitive issues, including issues with independent contractors and county staff

	• 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. Preferred • Master's degree in social work, counseling or other related field preferred. • Two (2) years experience in a public social service agency
COMPENSATION:	\$7,250 - \$7,514 per month (\$87,000 - \$90,168 annually). Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins July 27, 2026 ; open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu

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.

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