

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: DEPSPL2Q86N

Civil Service Class and Level: DEPARTMENTAL SPECIALIST-2

Working Title (What the agency calls the position): IET/IELCE Coordinator

Name and Position Code Description of Direct Supervisor: BROWN, PATRICK T; STATE ADMINISTRATIVE MANAGER-1

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Workforce Development (WD)

Division: Talent Development

Section: Adult Education

Work Location (City and Address)/Hours of Work: 320 S. Walnut St., Lansing, MI 48933 / Monday – Friday 8:00 am to 5:00 pm

General Summary of Function/Purpose of Position: This specialist position has statewide responsibility for the administration of Integrated English Literacy and Civics Education (IELCE) and Integrated Education and Training (IET) programs. These programs provide adult learners the opportunity to earn a high school diploma or equivalency, or improve their English language skills while also participating in a workforce training program and earning an industry-recognized credential. This position is responsible for drafting and maintaining program guidance and policies, providing technical assistance to grantees, and tracking and analyzing participant data. This position requires strong collaboration and coordination with other agencies within LEO, other state departments, and local workforce and higher education partners. This position also has responsibility for the development and maintenance of adult education policy and guidance documents. This position may serve as the content expert or facilitate the development of the policy in collaboration with other Adult Education staff that serve as the content expert. This position also supports the administration of federal and state adult education programs within the section, including Title II of the Workforce Innovation and Opportunity Act (WIOA) and Section 107 of the State School Aid Act. This position serves as a regional coordinator with responsibility for managing all grants and reports for assigned local adult education providers.

Assigned duties and tasks for each duty.

Duty 1: Serve as an expert resource with statewide responsibility for Integrated English Literacy and Civics Education (IELCE) and Integrated Education and Training (IET) programming.

- Review and analyze applicable federal and state laws, regulations, guidance, policies, etc. related to the administration and operation of IELCE and IET programming.
- Draft and maintain assigned policies based upon the aforementioned review and analysis on an ongoing basis.
- Review and analyze ongoing program operations and recommend modifications of procedures to meet commitments more effectively.
- Develop and adapt forms for the collection of programmatic information necessary to ensure compliance with federal and state laws, regulations, guidance, policies, etc. related to the administration and operation of IELCE and IET programming.
- Evaluate documents and applications for IELCE and IET programming to determine eligibility. Determine acceptability of documents or applications and decide on the appropriate action(s) to take.
- Work with Data and Performance Reporting and other staff as needed to ensure policies contain all necessary processes and procedures to successfully collect and report required participant and fiscal data.
- Stay abreast of trends, issues, best practices, and professional development opportunities related to IELCE and IET programming locally and nationally. Disseminate that information to internal and external stakeholders as appropriate.
- Provide technical assistance and training, as necessary, to internal and external stakeholders related to IELCE and IET.
- Conduct desk and/or onsite monitoring reviews, as applicable.
- Collaborate with internal and external stakeholders to explore opportunities to braid funding while ensuring compliance with the applicable federal and state laws, regulations, guidance, policies, etc., of all funding sources.

Duty 2: Develop and maintain adult education policy to ensure compliance with federal and state requirements and regulations.

- Review and analyze applicable federal and state laws, regulations, guidance, policies, etc. related to the administration and operation of adult education programs.
- Draft and maintain assigned policies based upon the aforementioned review and analysis on an ongoing basis.
- Work other sections and staff as needed to ensure policies contain all necessary processes and procedures to successfully collect and report required participant and fiscal information.
- Provide technical assistance and training, as necessary, to internal and external stakeholders for the policies authored.
- Ensure the policies are developed in accordance with LEO-WD standards, including but not limited to style, formatting, and accessibility standards.

Duty 3: Responsible for managing all grants and reports for assigned adult education providers.

- Maintain knowledge and expertise regarding the programs administered by the section.
- Interpret existing laws, regulations, guidance, policies, and procedures related to applicable programs.
- Review and approve all documents and/or reports submitted by the adult education providers in the Next Generation Grant, Application and Cash Management System (NexSys), as applicable.
- Review and analyze participant data for assigned adult education providers on a quarterly basis and take necessary follow-up actions to address any concerns.
- Review and make recommendations regarding requests for additional funding for assigned adult education providers. This includes requesting grant modifications or authoring grant documents if requests for additional funding are approved.
- Conduct desk and/or onsite monitoring reviews, as applicable.
- Provide general and specialized technical assistance, as required and as necessary, to assigned adult education providers to ensure alignment with federal and state laws, regulations, guidance, policies, and procedures.
- Provide individual and/or group training to both internal and external stakeholders as necessary and upon request.
- Analyze program operations and data and make recommendations for continuous improvement.

Duty 4: Other duties as assigned.

- Assist with Section 107 and WIOA grants, including the review and drafting of proposed legislation, writing of the state plan, and local program grant application narrative and budget reviews.
- Respond to requests for Adult Education section updates, program performance, and other inquiries from agency leadership, legislators, and other key stakeholders.
- Other duties as assigned to support the Adult Education section with meeting identified goals and priorities.

Types of decisions made independently and whom or what those decisions affect: This position independently evaluates program guidance documents and grant applications, and makes decisions regarding acceptability and appropriate action to be taken. These decisions primarily impact local adult education programs, as well as individual program participants. This position also drafts policies to ensure Adult Education is in compliance with state and federal requirements.

Types of decisions that require the supervisor's review: Budget decisions or decisions related to funding would require supervisor's approval.

Physical effort used to perform this job and environmental conditions of this position: The physical effort normally associated with a general office environment, the ability to use a computer, and occasional travel outside of the office is required for this position.

The essential functions of this position: This specialist position has statewide responsibility for IELCE and IET programming. This position requires strong collaboration and coordination with other agencies within LEO, other state departments, and local workforce and higher education partners. This position also has responsibility for the development and maintenance of adult education policy and guidance documents. This position also supports the administration of federal and state adult education programs within the section, including Title II of the Workforce Innovation and Opportunity Act (WIOA) and Section 107 of the State School Aid Act. This position serves as a regional coordinator with responsibility for managing all grants and reports for assigned local adult education providers.

The function of the position's work area and how it fits into that function: This work area is responsible for the administration of federal and state funding for adult education programs through local sub-grantees such as school districts, community colleges, and non-profit organizations; and operation of high school equivalency testing in Michigan. This position has sole leadership responsibility within the section to administer IET and IELCE programs, which provide adult learners the opportunity to earn a high school diploma or equivalency or improve their English language skills, while also participating in a workforce training program and earning an industry-recognized credential. The Adult Education section works closely with other areas of LEO-E&T and other state departments to support the transition of adult learners to postsecondary education or training and the workforce.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

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Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of state and federal adult education legislation, statewide and department-wide programs and issues affecting the department, and knowledge of planning, developing, and administering programs is preferred; the ability to formulate policies and procedures and make recommendations based on program needs is preferred; the ability to provide leadership, supervision, and technical assistance activities is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

None