

Position Summary

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

Position Code: DEPSPL2S69N

Civil Service Class and Level: Departmental Specialist-13

Working Title (What the agency calls the position): Talent Development Liaison

Name and Position Code Description of Direct Supervisor: PENTIAK, ANNE; STATE ADMINISTRATIVE MANAGER-1

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

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

Division: Industry Engagement

Section: Sector Strategies

Work Location (City and Address)/Hours of Work: Elliott-Larsen Bldg., 320 S Walnut St., Lansing MI / Monday-Friday 8:00AM-5:00PM

General Summary of Function/Purpose of Position: The Talent Development Liaison (TDL) position has a high level of responsibility in the **Energy and Education** Industries. The TDL is a statewide specialist and requires a high level of understanding and thought process of workforce development with the ability to take a lead role in analyzing, documenting, developing, and organizing projects and tasks. In addition, the TDL has responsibility for driving talent services to support employers pertaining to the **Energy and Education** industries as well as the recognized resource in Prosperity **Region 10** for providing targeted, customized assistance related to regional talent needs. The TDL takes initiative to thoroughly understand and communicate state training resources and programs, create and enhance systems, engage in communication with external partners, and coordinate activities between programs and systems.

The TDL is the primary point of contact for their industry sector specialty and geographic region assignment for engaging employers and educators and encouraging partnerships to address talent needs and identifying mid- and long-term strategies to address the skill gaps in key industries in Michigan. The TDL partners with Michigan Economic Development Corporation (MEDC) Business Development Managers and Michigan Works! Agency (MWA) Business Services Teams in their assigned regions to effectively coordinate activities that create and deliver solutions for mid- to long-term training, hiring/recruiting, and talent retention needs.

Assigned duties and tasks for each duty.

Duty 1: The TDL is the State of Michigan's primary point of contact in the **Energy and Education industries** and **Prosperity Region 10** for targeted, customized assistance to businesses/employers, state and local government, key partners and stakeholders, and other state agencies regarding activities related to mid- and long-term talent development, including: 1) hiring and recruiting, 2) training, and 3) talent retention needs.

- Serve as connector, coordinator, and convener to ensure employers and educators develop strong partnerships regardless of which partner or organization is engaged initially in order to identify and address mid- and long-term talent needs in key industries in Michigan, using talent development resources including Michigan Industry Cluster Approach (MICA) powered by Talent Pipeline Management (TPM) strategies, Statewide Apprentices Expansion, and Work-Based Learning resources as well as many existing talent development programs available from the State of Michigan (SOM).
- Develop a comprehensive outreach strategy that develops and expands statewide employer-led collaboratives (ELC) within the assigned industry focus.
- Identify, lead and/or support the launch of new strategic and tactical plans for ELCs within the assigned industry focus and other related industries.
- Assist employers and ELCs to start new programs and or expand existing programs and working together to create a pipeline of underrepresented skilled workers.
- Develop, present, and execute employer-specific talent strategies and proposals for complex attraction/expansion/retention projects to bring effective solutions which lead to successful outcomes based on employer needs.

- Serve as grant administrator for federal and state grants.
 - Duties include reviewing funding opportunities; planning and convening grant project team meetings; Designing grant programs; establishing standards and deadlines for grant proposals; reviewing proposals for completeness and accuracy; developing detailed project implementation plans and managing grant awards with lead collection, aggregating, analyzing, and submitting sector strategies performance data in high-quality state-level summary reports, USDOL quarterly grant narrative and performance reports, and other required reports.
- Serve as the assigned region lead point of contact for SOM talent development services, in conjunction with the MWA Business Services Teams, through documented fact finding by identifying and recommending responsive strategies that address mid- and long-term regional hiring and recruiting, training, and talent retention needs.
- Develop and execute regional outreach strategy to effectively promote SOM talent development resources, including programs, initiatives, and services to address industry talent needs.
- Prepare reports for the Governor, executive staff, legislators, and others as requested, required by law and/or grant requirements.
- Develop and maintain positive working relationships and collaborate with multiple partners and stakeholders including the MEDC, local economic development organizations, MWAs, educational institutions, community and other organizations, as well as other Workforce Development (WD) organizational areas on targeted, customized assistance to businesses/employers.
- Collaborate with state agencies delivering direct business services including, but not limited to, the Michigan Department of Natural Resources, Michigan Department of Corrections, Michigan Department of Education, Michigan Rehabilitation Services, Michigan Department of Agriculture and Rural Development, Michigan Department of Transportation, and Michigan Veterans Affairs Agency to understand existing talent efforts and challenges and formulate and deliver a comprehensive talent development strategy based on employer needs.
- Activities include developing grant project budgets; writing grant concept papers, grant request for proposals (RFPs), grant applications, grant agreements, grant policy and procedure manuals; working with other teams and departments to prepare grant applications and managing approved grants; ensuring utilization of electronic tracking and monitoring of grant expenditures and performance outcomes; reviewing and approving grant-related payment requests and invoices.
- Establish and maintain good working relationships with organizations and individuals that materially impact team priorities, programs, functions, policies, and procedures.

Duty 2: The statewide specialist is responsible for driving talent services to support employers pertaining to this industry. Build and lead cross-functional teams whose function is to define the talent needs in the industry, identify talent supply including related curriculum and programs, and launch programs and initiatives designed to address talent needs.

- Establish and manage workforce and skill demand expectations and broker recruitment, training, and wrap around services to support employer needs. This task includes developing strategies to accelerate the educational system's capacity to align curriculum with industry needs.
- Develop and maintain positive working relationships with industry, talent partners, and LEO-WD organizational areas to support the state's sector strategy approach, especially in the assigned industry and other related industries, to help arrive at more informed decisions regarding talent development.
- Collaborate with the MEDC Business Development Managers on joint visits serving as the lead resource coordinating talent development services in support of business attraction, expansion, and retention efforts.
- Through MICA, manage, operate, and participate on councils/consortiums of employers to inform and guide the development of recruitment, training, and retention efforts.
- Attend/sponsor/participate in key regional events geared toward high-growth, high-demand industries with ongoing communication and education efforts to enhance outcomes for businesses and job seekers. Assist in the creation of tools, supportive resources, and or materials for the assigned industry and other related industries.
- Initiate regular meetings with state and regional partners to exchange information on talent demand and supply and the programs and services to proactively identify and resolve talent gaps.

Duty 3: Collaborate with internal WD teams as well as other teams within LEO to maintain appropriate program and policy knowledge to ensure effective support and delivery of services to the region. Track/monitor all talent-related activities and outcomes with appropriate WD staff.

- Represent the LEO-WD on the Career and Education Advisory Councils (CEAC).
- Work closely with WD staff and appropriate LEO teams to maintain appropriate program knowledge and understanding to ensure effective support to the region.

- Collaborate with LEO-WD E&T Marketing and Communications team to ensure promotional material and content are appropriate, applicable, and relevant to the specific region's needs.
- Identify and inform appropriate WD leadership of sensitive or broad impact issues.
- Provide feedback and recommendations on operational policies, effectiveness of programs/policies to assist with improvement of internal processes and systems.
- Identify trends and gaps in talent needs throughout the region working with partner agencies such as Michigan Department of Technology, Management, and Budget's (DTMB) Labor Market Information and Strategic Initiatives (LMISI) to inform the development and enhancement of LEO services.
- Conduct annual Business Services Programmatic Reviews of assigned MWAs.
- Collaborate with Business Service Representatives and Business Solutions Professionals to achieve regional employer engagement metrics and performance goals which include, but is not limited to, federal performance measures through the Workforce Innovation and Opportunities Act (WIOA) and WD-specific metrics.
- Evaluate and monitor employer engagement activities and outcomes and prepare related reports.

Duty 4: Perform other duties as assigned.

- Develop work plans to define, assign, and manage project tasks and their corresponding responsibilities and resources for special projects, as assigned.
- Other duties, as assigned.

Types of decisions made independently and whom or what those decisions affect: The TDL has full authority to respond and take independent action in carrying out assignments to achieve the specific goals of the position. The TDL independently determines the key concerns of businesses/employers related to talent needs/gaps, analyzes the most complex service delivery problems, selects the appropriate method of response, gathers, and reports complex information in the most appropriate method and manner for the situation and prioritizes multiple competing priorities.

Types of decisions that require the supervisor's review: Issues outside the usual scope of this office and are unusually sensitive or political in nature.

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. This position requires extensive travel and/or overnight (in-state and out-of-state) travel may be required as well as meetings and assignments outside of a typical 8 to 5 workday.

The essential functions of this position: The Talent Development Liaison (TDL) position has a high level of responsibility in the **Energy and Education** Industries. The TDL is a statewide specialist and requires a high level of understanding and thought process of workforce development with the ability to take a lead role in analyzing, documenting, developing, and organizing projects and tasks. In addition, the TDL has responsibility for driving talent services to support employers pertaining to the **Energy and Education** industries as well as the recognized resource in Prosperity **Region 10** for providing targeted, customized assistance related to regional talent needs. The TDL takes initiative to thoroughly understand and communicate state training resources and programs, create and enhance systems, engage in communication with external partners, and coordinate activities between programs and systems.

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The function of the position's work area and how it fits into that function: The Michigan Department of Labor and Economic Opportunity manages state and federal programs to provide education, training, and counseling to Michigan workers, job seekers, and employers. This position provides direct support for talent development services for the Energy and Education industries and Prosperity Region 10 and assures that state and federal programs, fiscal, and performance requirements are met. Maintaining and improving relationships with state and federal departments and agencies assures services and funding are used efficiently and appropriately support WD's workforce development activities.

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:**Departmental Specialist 13**

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:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the governmental community.
- Ability to function with strong written and verbal communication skills.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information to senior leadership and to respond to questions from managers, customers, and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively use common business and graphics computer software such as word processing, database, spreadsheet, presentation, graphic design, and/or photographic software
- The ability to build strong relationships and maintain favorable partnerships.

CERTIFICATES, LICENSES, REGISTRATIONS:

None