

## POSITION DESCRIPTION/JOB POSTING

**Agency:** Western Wisconsin Workforce Development Board  
**Position:** WIOA Operations & Compliance Specialist  
**Reports to:** WDB Executive Director

**GENERAL DESCRIPTION:** Under the supervision of the WDB Executive Director, the WDB WIOA Operations & Compliance Specialist is responsible for management of all WIOA program operations and compliance functions.

### ESSENTIAL FUNCTIONS/TASKS:

- Provide technical assistance to WIOA subcontractors daily or as needed
- Communicate and ensure understanding of Department of Workforce Development (DWD) policies/procedures, new Admin Memos to subcontractors
- Interface with DWD daily as needed to get technical assistance, approvals, new policy info
- Provide aggregated performance progress reports on subcontractor outputs to Executive Director monthly and report out at Operations Committee, LEO, and full board meetings as required
- Prepare quarterly reports on performance measures and impact using Webi and other DWD sharepoint sites
- Perform new enrollment and exit checks for all WIOA subcontractors; assist subcontractors with issues
- Monitor subcontractors for WIOA and contract compliance on a quarterly basis, including the review of a minimum of 10 files per program; assist subcontractors in resolving issues
- Participate on all program-related state-wide groups (Ops and Data Mgmt, DW calls, etc)
- Act as WDB Security Officer to ensure appropriate access to DWD systems
- Assist Executive Director with Equal Opportunity Officer duties
- Gather and analyze program demographic data to determine program adjustments necessary for maximum efficiency and effectiveness

### MINIMUM QUALIFICATIONS:

- Strongly preferred: Minimum of 2 years RECENT direct experience working with WIOA Title 1 programs (within the last 4 years)
- Strongly preferred: Expert level knowledge of WIOA regulations, Uniform Guidance, WIOA Eligibility Determination and Documentation, ASSET, DWD Policy and Procedure Manual, WIOA monitoring requirements
- Required: Must be able to take initiative to locate resources to ensure tasks are completed independently, on time, and accurately.
- Required: Evidence of strong oral and written communication skills
- Preferred: Knowledge/experience with monitoring and providing technical assistance processes
- Preferred: Knowledge/experience with Equal Opportunity/Civil Rights compliance
- Preferred: Bachelor's degree in business, administration, or management.

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### PHYSICAL DEMANDS

Physical Abilities		Lift/Carry	
Stand	O	10 lbs or less	O
Walk	F	11-20 lbs	O
Sit	C	21-50 lbs	O
Handling/ Fingering	F	51-100 lbs	N
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	O	<b>Push/Pull</b>	
Climb	N	12 lbs or less	O
Crawl	N	13-25 lbs	O
Squat or Kneel	O	26-40 lbs	O
Bend	O	41-100 lbs	N

- N (Not Applicable)** Activity is not applicable to this occupation.  
**O (Occasionally)** Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)  
**F (Frequently)** Occupation requires this activity from 33%-66% of the time (2.5-5.5 + hrs/day)  
**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5 + hrs/day)

### WORK ENVIRONMENT

An office environment in a controlled atmosphere building.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

The company had reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and necessary to ensure the continued growth and development of the employee and the company.

**TO APPLY FOR THIS POSITION, PLEASE SEND A COVER LETTER AND RESUME TO JULIE MITCHELL AT [mitchellj@westernwdb.org](mailto:mitchellj@westernwdb.org) by April 12, 2019.**