



## **PROGRAM SUPERVISOR**

**Open Until Filled**

***Salary Range: \$65,000 to \$75,000 Annually***

### **The Position:**

Under the direction of the Executive Director, organize, direct, and implement the activities and operations of the Madera County Workforce Investment Corporation; plan, track, coordinate and oversee the implementation of assigned projects of varying length, purpose and complexity; train, supervise and evaluate the performance of assigned personnel.

### **Examples of Duties: (Include but are not limited to the following)**

Organize and direct the activities and operations of the Madera County Workforce Investment Corporation; participate in the development and implementation of agency policies and procedures; initiate, implement and coordinate assigned projects.

Track the implementation of assigned projects and distribute appropriate reports outlining the implementation status updates and resulting outcomes; assist in the development of strategic and technical plans and budgets required for special projects. Assist with program monitoring and evaluation; coordinate with Manager to prepare for external reviews by State or Federal personnel.

Monitor day to day operations of assigned project activities and implement necessary alterations to program operations as directed; monitor client files for program compliance under the Workforce Innovation and Opportunity Act (WIOA).

Train, supervise, and evaluate the performance of assigned staff; screen, interview and recommend new employees for hire; recommend staff assignment, reassignment, promotion, demotion, or disciplinary action, up to and including dismissal.

Review and approve client eligibility for programs under the WIOA.

Input and update participant, employer, and various other WIOA data in a State Data System (CalJOBS); initiate queries and generate regular and periodic computerized reports for staff and management; assure accuracy of input and output data; submit electronic data to the State monthly and/or quarterly.

Participate in CalJOBS ETPL and MIS user group meetings, as assigned; pull and transmit various data files to partner organization, as directed.

### **Qualifications:**

Any combination equivalent to bachelor's degree in business or public administration, sociology or a related field AND three (3) years of responsible technical or project-based experience in a public or non-profit organization. Knowledge of project management principles and practices. Workforce development experience preferred.

A valid California driver's license is required.

### **Employer Benefits:**

- Sick Leave: Earned at 8 hours per month.
- Vacation: Earned at 8 hours per month.
- Health benefits: Eligible for medical, dental, and vision coverage at no cost to employee.
- Retirement: Eligible to participate in a deferred compensation 457 retirement plan after successful completion of the introductory period. Employee will have 30 days to enroll from the date of eligibility. Employer contribution is 6% if the employee agrees to the minimum employee contribution of 3%. If employee chooses to "opt out" within the first 30 days of enrollment, the employer contribution will be reduced to 2%.
- Employee Assistance Program: Eligible for behavioral health services and referrals, legal consultation and identify theft recovery, financial consultations, and family assistance resources and referral programs at no cost to employee.
- Life Insurance: Eligible for a \$50,000 life insurance policy at no cost to employee.

### **Required Application Materials:**

To be considered, applicants must submit:

- Application Cover Letter
- Completed Workforce Investment Corporation Application Form
- Current Resume
- A Minimum of Two Professional Reference Letters (dated within 60 days of the date of your application submission)

Application materials are available from:

**Maiknue Vang, Deputy Director/EEO Officer**  
**Madera County Workforce Investment Corporation**  
**2037 West Cleveland Ave**  
**Madera, CA 93637**  
**(559)662-4503**

**A CalJOBS application cannot be substituted for the Madera County Workforce Investment Corporation application form. Application materials may be mailed, hand-delivered, or emailed to be considered. Completed applications should be submitted to the individual and address above. If emailing your application materials, please send them to [HR@maderaworkforce.org](mailto:HR@maderaworkforce.org).**

Complete application packages received by the deadline will be screened against the position qualifications. Only the most qualified applicants, based on the information provided in the application package, will be invited to participate in the oral panel interview (date to be determined).

The Madera County Workforce Investment Corporation is an equal opportunity employer. All qualified individuals are encouraged to apply. Auxiliary aids and services are available, upon request, to individuals with disabilities.



**JOB TITLE: PROGRAM SUPERVISOR**

**SUMMARY:**

Under the direction of the Executive Director, organize, direct and implement the activities and operations of the Madera County Workforce Investment Corporation; plan, track, coordinate and oversee the implementation of assigned projects of varying length, purpose and complexity; train, supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Organize and direct the activities and operations of the Madera County Workforce Investment Corporation; participate in the development and implementation of agency policies and procedures; initiate, implement and coordinate assigned projects.

Prepare and maintain a variety of reports, contracts, records and files related to assigned activities and personnel; research and interpret data and reports for staff contained in State Data System.

Track the implementation of assigned projects and distribute appropriate reports outlining the implementation status updates and resulting outcomes; assist in the development of strategic and technical plans and budgets required for special projects. Assist with program monitoring and evaluation; coordinate with Manager to prepare for external reviews by State or Federal personnel.

Monitor day to day operations of assigned project activities and implement necessary alterations to program operations as directed; monitor client files for program compliance under the Workforce Innovation and Opportunity Act (WIOA).

Interpret and explain program rules, regulations, and policies to sub-contractors, clients, supervisors, organizations and the general public.

Train, supervise, and evaluate the performance of assigned staff; screen, interview and recommend new employees for hire; recommend staff assignment, reassignment, promotion, demotion, or disciplinary action, up to and including dismissal.

Review and approve client eligibility for programs under the WIOA.

Input and update participant, employer, and various other WIOA data in a State Data System (CalJOBS); initiate queries and generate regular and periodic computerized reports for staff and

management; assure accuracy of input and output data; submit electronic data to the State monthly and/or quarterly.

Participate in CalJOBS ETPL and MIS user group meetings, as assigned; pull and transmit various data files to partner organization, as directed.

Oversee office operations in the absence of the Program Manager.

#### **OTHER DUTIES:**

Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; act as a liaison to organizations, agencies, and other entities regarding assigned projects.

Operate a computer and assigned software; operate other office equipment, as necessary; drive a vehicle to conduct work, as needed.

Attend and/or conduct a variety of meetings, conferences, workshops, and training sessions, as assigned.

**This job description is only a summary of typical functions and is not exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks, and responsibilities may differ from the above job description, and other duties, as assigned, may be part of the job.**

#### **KNOWLEDGE AND ABILITIES:**

**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.**

#### **KNOWLEDGE OF:**

- Challenges affecting culturally, ethnically, demographically and economically diverse segments of population.
- Legislation, regulations, policies, and guidance affecting the operation of the local workforce development system.
- Principles and techniques of record management.
- Available community resources and local labor market statistics.
- Effective methods and techniques for monitoring and evaluating programs and special projects.
- Principles and practices of effective administration, project management, supervision

and training.

**ABILITY TO:**

- Perform complex tasks and to prioritize multiple projects.
- Gather data, compile information, and prepare reports.
- Train, supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Coordinate scheduling of activities and services and resolve scheduling conflicts as needed.
- Provide technical assistance and resource information to staff.
- Effectively use community resources for research, planning and disseminating information.
- Work independently with minimum supervision.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business or public administration, sociology or a related field AND three (3) years of responsible technical or project-based experience in a public or non-profit organization. Knowledge of project management principles and practices. Workforce development experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.

**WORKING CONDITIONS:**

**The physical demands and work environments characteristics described here are representative of those an employee will encounter when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.**

**ENVIRONMENT:**

Indoor office environment.

Travel both within and outside of the County for employment purposes.

Participation at outdoor community events.

**PHYSICAL DEMAND:**

Communicating to exchange information in person or on the telephone.

Sitting, standing, or walking for extended periods of time.

Operate a computer and effectively utilize a variety of software and on-line tools.

Reading a variety of materials.

Reaching with hands and arms or bending at the waist to retrieve documents/files.

Lifting or carrying up to 10 lbs.

# MCWIC APPLICATION FOR EMPLOYMENT

All applicants are considered for all positions without regard to race, color, creed, religion, sex, national origin, citizenship status, ancestry, age, marital status, veteran status, physical or mental disability, pregnancy, medical condition, sexual orientation, sex stereotyping, transgender status, gender identity, gender expression or any other legally protected status. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the company, its clients, and its employees. Equal access to programs, services and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.

(Please Print)

Position(s) applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

\_\_\_\_\_  
 Last Name First Name Middle Name

\_\_\_\_\_  
 Address City State Zip Code

\_\_\_\_\_  
 E-mail Address Nickname

\_\_\_\_\_  
 Telephone Number(s)

## EMPLOYMENT EXPERIENCE

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for full periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

Name and Address of Employer	Dates Employed		Supervisor and Telephone Number	Job Title and Duties	Reason for Leaving
	From Month/Year	To Month/Year			
			May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
			May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
			May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		



Have you ever been involuntarily terminated or asked to resign from any job?

Yes or  No

If yes, please explain:

Please explain any gaps in your employment history:

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment:

### EDUCATION

Please describe your educational background in the table provided below.

School Name	Years Completed	Diploma/Degree Yes or No	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
	1 2 3 4			
High School:				
College/University:				
Graduate/Professional:				
Trade or Correspondence:				
Other:				

### BUSINESS/PROFESSIONAL REFERENCES

Please list three professional references of individuals who are not related to you.

Name & Title	Business Relationship	Telephone Number or Email

### GENERAL INFORMATION

1. Have you ever worked for this company before?

Yes or  No

If yes, please give dates and position: \_\_\_\_\_

2. Do you have friends and/or relatives working for this company?

Yes or  No

If yes, name(s) and relationship(s): \_\_\_\_\_

3. On what date are you available to begin work? \_\_\_\_\_

4. Days/Hours available to work: \_\_\_\_\_

5. Are you available to work:    Full-time    Part-time    Shift Work    Temporary
6. Minimum salary required?  Yes or  No      \$ \_\_\_\_\_ Per Hour      \$ \_\_\_\_\_ Per Month
7. Do you have a valid CA driver's license?  Yes or  No
8. Can you travel if the position requires it?  Yes or  No
9. Can you relocate if the position requires it?  Yes or  No
10. Are you at least 18 years old?  Yes or  No  
*Note: if under 18, hire is subject to verification that you are of minimum legal age*
11. If hired, can you present evidence of your identity and legal right to live and work in this country?  Yes or  No
12. Are you able to perform the essential job functions for the job for which you are applying with or without reasonable accommodations?  Yes or  No

*Note: we comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.*

*This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.*

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## APPLICANT STATEMENT AND AGREEMENT

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Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

\_\_\_\_\_ I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment.

\_\_\_\_\_ In the event of my employment with the Company, I understand that I am required to comply with all rules and regulations of the Company.

\_\_\_\_\_ If hired, I understand and agree that my employment with the Company is at-will, and that neither I, nor the Company is committed to continuing the employment relationship for any specific term. I further understand that the Company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by oral statements or in any other way, but can only be altered by written amendment signed by the Owner/President of this Company. I also understand that the Company and its client are co-employers and that, if hired, I will be co-employed by both companies and the companies shall share employment responsibilities.

\_\_\_\_\_ I understand that safety of employees is extremely important to the Company and that the Company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health. I also recognize that an effective safety program extends beyond normal working hours. Safety should be promoted within the family and in off-the-job activities. I understand and agree to adhere to safety practices while performing my job.

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an 1-9 Form in this regard.

\_\_\_\_\_ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

City/State: \_\_\_\_\_