

## **BCW|Workforce Operations Staff & OMJ System Employer Solutions Intermediary (proposed):**

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**General:** *Executive Director, Deputy Director, Executive Assistant*

**Professional Services:** *Fiscal Agent, WIOA Legal Advisor, Grant Writer  
(commission)*

**System Operator / Intermediaries<sup>1</sup>:** *Operator/Job Seeker Solutions, Career  
Improvement Solutions (Skills Improvement), Business & Employer Solutions  
(BEST)*

### **Primary Work Activities<sup>2</sup>**

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#### **Executive Director**

The Executive Director connects is the connector between BCW|Workforce, Ohio's 12<sup>th</sup> Workforce Development Area (WDA) and its Workforce Development Board (WDB), the Workforce Investment Board of Butler|Clermont|Warren (WIBBCW), and WIOA (DOLETA Region 5), the State of Ohio's Dept. of Job and Family Services, Office of Workforce Development (ODJFS/OWD), the Ohio Workforce Association (OWA) and the jurisdiction's Chief Elected Officials (CEOs).

On behalf of the WIBBCW, the Executive Director ensures that the following functions are achieved:

- Conduct oversight of the WIOA Youth, Adult and Dislocated Worker Programs, and the entire BCW|Workforce workforce development services delivery system;
- Provide strategic and operational oversight, in collaboration with the required and additional partners and workforce stakeholders, to develop a comprehensive and high-quality workforce development system for the BCW|Workforce area and larger planning region;
- Ensure sufficient resources for skills improvement (education and training) services in the BCW|Workforce Development Area, to maximize consumer choice, and provide opportunities that lead to competitive, integrated employment for individuals with disabilities;
- Assist in the achievement of the State's strategic and operational vision and goals as outlined in Ohio's Unified State Plan;

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<sup>1</sup> OMJ System Operator staff are employed by the OMJ System Operator except for the Employer Solutions Intermediary, who dually reports to the board and operator.

<sup>2</sup> Soft plain interpretation of the Code of Federal Regulations (CFR) Title 20. Employees' Benefits Chapter V. EMPLOYMENT AND TRAINING ADMINISTRATION, DEPARTMENT OF LABOR Part 679. STATEWIDE AND LOCAL GOVERNANCE OF THE WORKFORCE DEVELOPMENT SYSTEM UNDER TITLE I OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT Subpart C. Local Workforce Development Boards [Section 679.370. What are the functions of the Local Workforce Development Board? and Section 679.400. Who are the staff to the Local Workforce Development Board and what is their role?](#)

#### **Occupation Tasks Overview:**

#### **BCW|Workforce Operations and OMJ Operator Employer Solutions Intermediary**

- Develop and submit a 4-year *Southwest Ohio Combined Local and Regional Plan* with the BCW|Workforce Area’s Chief Elected Officials (CEOs) and Workforce Development Area 13 (SWORWIB);
- Select the following BCW|Workforce Development Area providers, and where appropriate terminate providers:
  - (1) Youth Program;
  - (2) Education and Training Providers;
  - (3) Career Services Providers; and
  - (4) System Operator;
- Negotiate and reach agreement on local performance indicators with the Chief Elected Officials (CEOs) and the Governor;
- Negotiate with the CEOs and required partners about ways to fund the BCW|Workforce Development Area’s *OhioMeansJobs* One-Stop Centers;
- Convene BCW|Workforce system resources, including stakeholders and experts, to help the board and its committees carry out, convene, broker and leverage workforce board-directed responsibilities and activities;
- Develop strategies for technology to maximize the accessibility and effectiveness of the BCW|Workforce system for employers, and workers and job seekers, to:
  - (1) Facilitate the collaboration information systems between the BCW|Workforce’s partner programs, to support a comprehensive system;
  - (2) Facilitate access to services provided through the BCW|Workforce’s OMJ One-Stop Centers, including access in remote areas;
  - (3) Identify strategies to better meet the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the BCW|Workforce services delivery system, such as improving digital literacy skills; and
  - (4) Leveraging BCW|Workforce system resources and capacity, including for individuals with barriers to employment;
- Certification of the *OhioMeansJobs* One-Stop Career Centers;
- Replicate and implement cooperative agreements to enhance cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination, especially for individuals with disabilities and other individuals;
- In partnership with the CEO, establish by-laws and codes of conduct, which, at minimum, must address all of the following:
  - (1) The nomination process used by the CEO to elect the local WDB chair and members;

**Occupation Tasks Overview:**

**BCW|Workforce Operations and OMJ Operator Employer Solutions Intermediary**

- (2) The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year;
- (3) The process to notify the CEO of a WDB member vacancy to ensure a prompt nominee;
- (4) The proxy and alternative designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee;
- (5) The use of technology, as allowable under Ohio's Sunshine Laws and Ohio's Open Meetings Act, to promote member participation on the Workforce Investment Board of Butler|Clermont|Warren (WIBBCW);
- (6) The process to ensure WIBBCW members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities;
- (7) The process to ensure that board members' participation on the board is done in a manner that does not pose a conflict of interest; and
- (8) A description of other conditions under which a local WIBBCW member may continue to serve on the board if they've also been appointed to the State Board, as deemed appropriate by the CEOs;

## With the Deputy Director

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The Deputy Director is the administrative connector between Ohio (ODJFS/OWD), the WDB (WIBBCW), BCW|Workforce's OMJ System Operator (OMJ | BCW) and the system's MOU Partners & Service Providers.

- Manage oversight of WIOA-related program contracts or obtain written agreements, ensuring that participants are eligible for enrolled programs and documentation supporting eligibility is contained in case files;
- Establish monitoring and reporting requirements to ensure the BCW|Workforce development system is compliant with WIOA, final rules and regulations, OMB circulars, the State's conflict of interest policy and protects personally identifiable information (PII);
- Collaborate with the Operator Intermediaries to help them execute their role and responsibilities, including:
  - (1) How BCW|Workforce system partners deliver employment, education, training and supportive services, as defined in the memorandum of understanding (MOU), especially those with barriers to employment;
  - (2) How the physical *OhioMeansJobs* one-stop centers and virtual sites execute a collaborative, integrated services delivery strategy;
  - (3) Executing and continuously improving BCW|Workforce policies and procedures, and;
  - (4) Reports on operations, programs, services, performance accountability, and continuous quality improvements.
- Assess, on an annual basis, the physical and programmatic accessibility of all BCW|Workforce area OMJ Centers, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990.

## With the Fiscal Agent<sup>3</sup>

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The Fiscal Agent is the administrator of grant funds. The fiscal agent doesn't relieve CEOs of liability for any misuse of grant funds, so the position is monitored by ODJFS' Office of Fiscal and Monitoring Services' (OFMS), [Bureau of County Finance & Technical Assistance](#), the Executive Director and the WIBBCW Budget & Finance Committee. In general, the fiscal agent is responsible for the following functions:

- Receive funds;
- Develop a budget for the activities of the BCW|Workforce area, with approval of the Chief Elected Officials (CEO Consortium) and consistent with the WIOA Area 12 local plan and duties;
- Ensure the sustained fiscal integrity and accountability for expenditures of area funds, in accordance with OMB circulars, WIOA and corresponding Federal Regulations and State policies;
- Ensure an independent audit of all employment and training programs.
- Respond to audit financial findings;
- Maintain proper accounting records and adequate documentation.
- Prepare financial reports;
- Conduct financial monitoring of service providers;
- Provide technical assistance to subrecipients regarding fiscal issues and
- Ensure the appropriate use, management, and investment of funds to maximize performance outcomes.

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<sup>3</sup> Soft plain interpretation of the Code of Federal Regulations (CFR) Title 20. Employees' Benefits Chapter V. EMPLOYMENT AND TRAINING ADMINISTRATION, DEPARTMENT OF LABOR Part 679. STATEWIDE AND LOCAL GOVERNANCE OF THE WORKFORCE DEVELOPMENT SYSTEM UNDER TITLE I OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT Subpart C. Local Workforce Development Boards [Section 679.420. What are the functions of the local fiscal agent?](#)

## **With the Executive Assistant**

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High-level administrative support for the Executive Team, with a clearly articulated understanding of WIOA, government and/or non-profit goals, parliamentary procedure and organizational values and needs.

- General clerical tasks for the BCW|Workforce Operations, including the WIBBCW:
  - Calls, agendas, memos, reviewing reports, schedule management;
  - Software management:
    - MUNIS
    - CFIS
    - OWCMS / ARIES
    - BIC COGNOS
    - Virtual Meeting Software
    - Microsoft Office 365
    - OnBoard Board Management
    - Wrike!
- Records Maintenance
  - Ensure the proper management, storage and use of governance documents and other important organizational records;
  - Maintaining accurate documentation to meet requirements, such as annual filing deadlines
  - Review and updating documents as necessary
  - Ensure all documents are safely stored and readily accessible for inspection by the board, executive team, inspectors or monitors.
- Calendar Management
  - Facilitate, schedule, execute and record meetings, materials and notices:
- Collaborate with the WIBBCW workforce board secretary to ensure gatherings comply with BCW|Workforce bylaws, parliamentary procedure and sunshine laws;
- Research Gathering
  - Provide advice and resources on relevant topics at issue, such as laws, policies, procedures, governance matters being addressed, and the Southwest Ohio region, its business, public administration and human services;
- Assist with other projects and tasks, as assigned.

### **Occupation Tasks Overview:**

**BCW|Workforce Operations and OMJ Operator Employer Solutions Intermediary**

## With the Employer Solutions Intermediary

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One of the functions<sup>4</sup> of the WIBBCW is to lead the engagement of a diverse range of employers and other entities in the region, to develop effective linkages (including the use of intermediaries) and, support employer utilization of the BCW|Workforce system and its activities.

The Employer Solutions Intermediary provides indirect services on behalf of the BCW|Workforce board and system operator, integrating leaders in the area's business and employer groups, economic development, philanthropic, and other public and private resources to execute a business and employer services delivery strategy that supports the region's workforce development and economic growth.

WIOA<sup>5</sup> requires states to establish primary performance goals for *Effectiveness in Serving Employers*. Currently, Ohio is piloting two of WIOA's three approaches, designed to gauge our ability to meet the critical workforce needs of the business community.

- Implement solutions that maximize the BCW|Workforce Development Area's *Effectiveness in Serving Employers* performance, before their PY2022 implementation:
  - Job Retention for Adult Workers, Dislocated Workers and Youth
    - Employed participants remained with the same employer for 4 quarters (4-9 mos.).
  - Repeat Business Customers
    - Employers served in the previous program year who returned for services in the current program year.
  - Upon approval, facilitate Employer Penetration as a performance indicator:
    - Of the total number of BCW|Workforce Area establishments in the final quarter of the previous program year, the percent who received, or continues to receive, a service or other assistance in the current program year.
- Execute and continuously improve upon the *Business & Employer Solutions Team (BEST) Strategy* for collaborative BCW|Workforce services;
- Ensure that the minimally-required services are available to the BCW|Workforce area's Business & Employer Solutions Team:
  - Employer Information and Support Services,

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<sup>4</sup> WIOA Title 20 → Chapter V → Part 679: STATEWIDE AND LOCAL GOVERNANCE OF THE WORKFORCE DEVELOPMENT SYSTEM UNDER TITLE I, §679.370 [What are the functions of the Local Workforce Development Board?](#)

<sup>5</sup> [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=8226](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8226)

- Workforce Recruitment Assistance,
- Strategic Planning / Economic Development,
- Accessing Untapped Labor Pools,
- Training Services,
- Incumbent Worker Training Services,
- Rapid Response / Downsizing Assistance, and
- Planning Layoff Response
- Develop effective linkages with regional employers to support their use of the BCW|Workforce development system and our activities;
- Develop and implement industry sector strategies (including strategies involving industry partnerships, regional skills alliances, industry skill panels, and sectoral skills partnerships);
- Conduct workforce research and regional labor market analysis, including:
  - Regular updates of the area, region and MSA's economic conditions, their needed knowledge and skills, workforce, and workforce improvement (including education and training) activities and;
  - Analysis of the area's capacity to provide such services to meet employer needs and;
  - Other research, data collection, and analysis of the region's workforce needs, as determined by the workforce board, after receiving input from a wide array of stakeholders;
- Identify, rate and continuously improve how the BCW|Workforce system meets the employment and skill needs of employers and supports economic growth in the region;
- Develop and implement proven, promising and/or innovative strategies that meet employer and worker needs, which may include:
  - Career pathways;
  - Skills upgrading;
  - Skill standard development and certification for credentials or other use by employers;
- Expand employment and skills improvement opportunities in in-demand industry sectors or occupations;
- Formalize and continuously improve upon a strategy that delivers customized assistance or referral for assistance in developing registered apprenticeship programs;

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- Collaborate with the other BCW|Workforce Intermediaries to align goals, projects and tasks related to skills improvement;
- Collaborate with BCW|Workforce partners to help area employers manage downsizing / rapid response activities, including strategies to mitigate layoffs, such as:
  - Early identification of firms at risk of layoffs;
  - Feasibility studies to assess the needs of and options for at-risk firms, and;
  - Delivering employment and training activities to address risk factors;
- Promote business representation on the workforce board (esp. from individuals with optimum policy-making or hiring authority from high-need regional employers);
- Market the Business & Employer Solutions Team (BEST) to appropriate area employers, including small and mid-sized employers; and
- Facilitate employer's access to local, State, and Federal training grants and tax credits.

#### **With the Grant Writer, Certified (Contract-based)**

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To secure more flexible, non-WIOA funds for the WIBBCW, the Executive Team would contract with a certified grant writer, via grant-writing certification organizations or the Grant Professionals Association, to:

- Seek out workforce development-related funding opportunities;
- Prepare, record and track grant proposals;
- Develop proposals and providing support materials;

This would be a contracted role, with a negotiated 2.5% - 5% of awards paid to the grant writer, depending on their experience and record of success with awards secured from diverse sources, timeliness, fluctuating fund and submission processes.