

**BARRY/BRANCH/CALHOUN
WORKFORCE DEVELOPMENT BOARD
JOB DESCRIPTION**

Mission:

The Barry/Branch/Calhoun Workforce Development Board will lead a responsible and integrated customer-driven partnership that delivers comprehensive services for business and job seeking customers and fosters economic growth.

Strategic Goals:

GOAL ONE: Work to improve/raise the skills of the workforce by:

- Increasing the number of WIA and JET customers enrolled in occupational skills training activities
- Increasing the participation in workplace readiness skills by 5% each year
- Designing a system to increase soft skills of job seeker customers
- Engaging Michigan Works! participants in technology training to increase computer/technology literacy
- Expanding customized training options for Incumbent Worker Training to strengthen Incumbent Worker skills
- Adding Learning Lab availability for all Michigan Works! customers to enhance adult education through the use of competency-based instruction

GOAL TWO: Strengthen entrepreneurial/intrapreneurship opportunities by:

- Educating participants in entrepreneurship/intrapreneurship training programs
- Informing dislocated workers who indicate interest in entrepreneurship/intrapreneurship opportunities and connect them with the appropriate resources

Duties of Board Members:

- **Conduct planning activities** necessary to develop Job Training Plans under various funding sources, including the Workforce Investment Act, Welfare-to-Work, Employment Service, and Career Preparation.
- **Provide policy guidance and oversight of the programs** (listed above) implemented in the Barry, Branch and Calhoun Michigan Works! Area (MWA).
- **Participate in one of the established sub-committees** (Planning and Development, Job Market/Employer Involvement, Monitoring and Evaluation or Membership)
- **Select the Grant Recipient, Administrative Entity, and/or contractors** for job training funds in the Barry-Branch-Calhoun Counties MWA, and to solicit, receive, and expend other public and private monies, as may be obtained for the purpose of carrying out the Board's approved programs and activities.

- **Develop and implement programs and services** which will offer opportunities and incentives that will directly involve the resources, expertise and knowledge of business and industry within the MWA in the education, training and employment of the economically disadvantaged, dislocated and displaced residents.
- **Provide a means for the coordination and cooperation of those public/private and community interests concerned with and interested in developing and retaining a skilled and productive workforce** in Barry, Branch and Calhoun counties. This will include efforts to limit duplication and fragmentation of services provided by other agencies, while providing for coordinated and/or jointly implemented job development and placement.
- **Develop and implement, in cooperation with appropriate public agencies, an employer-based job market information process** that identifies and documents occupational demand and assures that skill training provided for is appropriate and directly beneficial to the needs of employers and the eligible participating citizens of the MWA.
- **Develop and implement a process for assessing the human resource development needs of business and industry** within the MWA and to work in cooperation with area employers and associated business organizations to design programs and services that will efficiently and effectively serve the private sector.
- **In cooperation with local elected officials, assist and support local economic development activity** by developing and implementing training programs and support services that will meet the human resource development needs of current and future employers in the MWA.
- **Attend bi-monthly meetings**, conducted in the odd months according to the designated meeting schedule.

Qualifications for Nomination:

1. For private sector nominees, the individual must be a chief executive, owners of business concern, chief operating officer of non-governmental employer, or other private for profit sector executive who has substantial management or policy responsibility; and
2. Representative of the industrial and demographic composition of our region's business community, including small business (fewer than 500 employees) and minority-owned and female-owned businesses.
3. A nominee must be currently employed in the sector they are to represent, with the exception of the Employment Service (ES) representative and possibly the education and labor representatives. Individuals are prohibited from representing more than one sector, except for the DELEG & ES representative.
4. A commitment to actively participate and attend bi-monthly meetings and to participate on one of the Board's committees.