



Job Posting Announcement

Posting Date: 05/05/2020

Posting Number: 1159880

Classification: Operations Officer I

Functional Job Title: Workforce System Navigator

FLSA/Bargaining Unit: MAPS- Managerial and Professional Society

Grade/Salary Range: (\$62,171.00- \$99,709.00 annually)

Location: 417 E Fayette Street, Ste 468 Baltimore, MD 21202

Status: Temporary-Full Time with Benefits

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Position Overview:

In September 2016 the Mayor's Office of Employment Development (MOED) and the Baltimore Workforce Development Board (BWDB) launched an initiative to build a citywide, coordinated workforce system. The initiative began with the formation of the BWDB's Systems Building Committee. The committee, comprised of workforce stakeholders from government, nonprofit training programs, foundations, grassroots and business leaders, created a shared vision of what a citywide, coordinated workforce system would look like and how it would function. An illustration of this vision, "Vision 2020", was released in December 2017.

Since Vision 2020 was released, MOED and the BWDB have been working to build the features of the new system. These include: new coordinated service access points (set to launch in January 2020), a formal practitioner network that brings the practitioner's voice into the systems change process (launched January 2019), an integrated data system (under development/launch date TBD), common performance metrics (set to launch in January 2020) and more. To support the system's ability to be data-driven and to better track jobseekers' movement through the system, MOED will be launching the Workforce System Navigator (Navigator) role through a pilot with Urban Strategies, Inc. (USI). The Navigator will help residents in the Perkins Homes Community connect to workforce services across the workforce system; tracking their movement through the system, employment outcomes, successes and lessons learned in the implementation of the coordinated access points.

Essential Duties and Responsibilities:

Through the Navigator:

- Implement comprehensive community strategies for employment and career advancement
- Work with workforce system partners to facilitate skill building, barrier removal and goal achievement
- Provide ongoing counseling, recruitment, and screen clients for: employment education, entrepreneurial and employment opportunities, and workforce training programs
- Conduct individual assessments for residents who need assistance with employment
- Create individual development plans for clients seeking employment and/or career advancement
- Develop and implement tracking procedures to ensure and document compliance with contract provisions related to labor compliance
- Learn, and fully utilize, the Urban Strategies and MOED internal tracking systems
- Interpret Federal, State, and Local labor laws, rules, regulations and objectives as they pertain to resident hiring according to Davis Bacon and Section 3 compliance
- Work with USI on implementing a Results Based agenda and action plan around economic mobility.

Knowledge, Skills and Abilities:

- Strong working knowledge and experience in workforce development practices, procedures (e.g. recruitment, training, job development, and assessing of workforce needs
- Strong data skills including: data collection methods, data cleaning/organizing, analytical techniques and presentation; visualization skills are desired but not required
- Must be proficient in Microsoft Office Suite
- Ability and commitment to handle privileged information in a professional and confidential manner.
- Availability to attend evening and weekend functions as required.
- Possession of a valid driver's license and insurance and availability of automobile for use at work to travel to various sites.
- Must have excellent verbal and written communication skills.

Required Education and Experience:

Bachelor's Degree or higher in Social Work, Sociology, Psychology, Human Resources, Redevelopment, Research or other relevant field from an accredited college or university. At least three years of professional work experience in a relevant field.

**Interested applicants may submit their resume via email resumes@oedworks.com.
Please place Job Title and Posting Number in the subject line.**

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider