



Appointment Type: Non-Permanent
Working Time:
Reference Code: NB00008920i
Opening Date: 01/08/2008
Closing Date: 02/04/2008



Program Specialist 3 - Part-time **\$20.99 - \$27.54 per hour**

Agency Information

NOTE: TO APPLY FOR THIS POSITION, PLEASE READ AND FOLLOW THE INSTRUCTIONS AT THE END OF THIS RECRUITMENT ANNOUNCEMENT. PLEASE DO NOT APPLY IN E-RECRUITING.

Location: The Workforce Training and Education Coordinating Board is currently recruiting for a part-time (20-35 hours per week), non-permanent Program Specialist 3 position. Our office is located just minutes from the freeway on the west side of Olympia and is close to a variety of shops and restaurants, city parks, Capitol Lake, Percival Landing boardwalk, and the Farmers Market.

About Us: The Workforce Training and Education Coordinating Board (Workforce Training Board) is responsible for advising the Governor and Legislature on workforce development policy, coordinating policy for the workforce development system, assessing workforce development needs of the employers and workers in the state, and evaluating the effectiveness of the workforce development system.

Duties

Scope of Position:

The Program Specialist ensures that the Lifelong Learning Account (LiLA) demonstration program is successfully implemented. LiLAs are employee-owned, employer matched, portable accounts used to fund education and training. The specialist will assist Workforce Board managers by coordinating all aspects of this new business enterprise program, by developing program guidelines for state team approval, providing technical assistance and specialized consultation to program participants, staff and outside entities including the fiduciary entity, and by recommending resolution for complex problems and issues related to program start-up.

Duties include:

- * Researching policies used in other states to manage LiLA fiduciary systems, savings procedures, participant tracking systems, tuition services, career and education advising, and appeal procedures.
- * Applying the research by drafting Washington's comprehensive LiLA program guidelines.
- * Developing LiLA business marketing materials, conducting employer outreach and employee enrollment, and supporting all aspects of the work to sustain and expand the savings accounts statewide.
- * Writing program progress reports for internal and external distribution.

Requisition Title: Program Specialist 3 - Part-time NB00008920

Qualifications

REQUIREMENTS:

Bachelor's degree in business, public relations or related field and at least two years experience including planning, policy analysis, coordination and consultation with a variety of public and private agencies, organizations, and/or levels of government; OR, equivalent education and experience.

DESIRABLE QUALIFICATIONS:

Five years of program and financial management experience.

Special Notes

We offer extensive opportunities for professional development and an outstanding employee benefits package worth about 30% of your salary. Here's a brief summary of benefits offered to eligible state employees.

- * Medical, dental, vision, life and long-term disability insurance
- * 12-22 days (depending on length of state service) of vacation leave per year
- * 12 days of paid sick leave per year
- * 11 paid holidays and 1 paid personal holiday per year
- * Newborn, adoptive and emergency child care leave
- * Shared leave, family medical leave, military service and civil leave duty
- * Leave without pay for maternity and education
- * Membership in the Public Employees' Retirement System
- * Optional Deferred Compensation Program for tax-deferred retirement investment
- * Optional credit unions, savings bonds, and Dependent Care Assistance Program
- * Guaranteed Education Tuition (GET) Program

Other Information

APPLICATION PROCESS:

Interested candidates should submit a detailed resume, professional references, a cover letter describing your interest and qualifications for this position, and the optional Applicant Profile Data Form (which may be found by clicking on the link at <http://www.dop.wa.gov/Resources/Forms>) to the address listed below.

Karla Brauer
Executive Assistant
Workforce Training and Education Coordinating Board
PO Box 43105
Olympia, WA 98501-3105
(360) 753-5682
FAX: (360) 586-5862

Requisition Title: Program Specialist 3 - Part-time NB00008920

The Worksource Training and Education Coordinating Board is an equal opportunity employer and encourages all qualified persons, including disabled and Vietnam era veterans, women racial and ethnic minorities, persons of disabilities, and persons over 40 years of age to apply.

If you have questions or need assistance with the application process, please contact Karla Brauer at 753-5682.

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