

JOB OPPORTUNITY



PORT OF OAKLAND

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WORKFORCE DEVELOPMENT MANAGER



Port Personnel Department • 530 Water Street • Oakland, California 94607 • 510.627.1100 or 510.627.1142 Hotline
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WORKFORCE DEVELOPMENT MANAGER

THE PORT

The Port of Oakland oversees the Oakland seaport, Oakland International Airport, and 20 miles of waterfront. The Oakland seaport is the fifth busiest container port in the U.S.; Oakland International Airport is the second largest San Francisco Bay Area airport offering over 300 daily passenger and cargo flights; and the Port's real estate includes commercial developments such as Jack London Square and hundreds of acres of public parks and conservation areas. Together, through Port operations and those of its tenants and users, the Port generates more than 70,000 jobs in the region and over 800,000 jobs across the United States. The Port of Oakland was established in 1927 and is an independent department of the City of Oakland. The Port of Oakland is a dynamic organization providing good pay, excellent benefits and an exciting corporate culture. To learn more, visit www.portofoakland.com.

THE COMMUNITY

Nestled in between the San Francisco Bay and the California coastal mountains, the City of Oakland has a rich history, diverse culture and expanding local economy. Its temperate Bay Area climate – rated the best in the nation – combined with a vast network of arts, entertainment, recreational and educational amenities make Oakland a thriving setting for its residents and a tourist destination for thousands of visitors annually. The City of Oakland is also one of the nation's most diverse cities, with residents speaking nearly 125 different languages and dialects. The city's diverse landscape is a lively urban-suburban mix of beautiful hillside residential neighborhoods, a large stock of historic homes and buildings, two lakes and the Oakland Estuary.

THE SOCIAL RESPONSIBILITY DIVISION

We are your port. Your community is our community.

The Social Responsibility Division's (SRD) mission is to deliver a Port that is an effective and committed corporate citizen and a strong economic driver for its region. Its goal is also to deliver maximum social and economic impact to its surrounding community. The mission is carried out through community relations/benefits program that ensures that local workers have access to employment opportunities associated with the Port, and local, small businesses have equal access to business opportunities and that Port business translates into local growth. As a committed corporate citizen, the Port invests in economic and social vitality in our region.

Oakland's small, locally-owned, and minority-owned businesses have a robust advocate in their corner. The Port's SRD was created to ensure that local, small firms have a place at the table when large contracts are being awarded. The Port's careful and thorough certification process helps establish small and local business' credentials, and connect potential contractors with Port projects. SRD also assists throughout the bid process with expert bonding and financial advice.

SRD is the bridge that connects Port productivity and economic success to the quality of life for all local residents. Key to this quality of life are good, well-paying jobs for our community. Providing our local workforce with the

skills needed to step into these jobs is key to our mission. We support a wide variety of local training and apprenticeship programs that support workers for these positions. We also collaborate with labor, community residents, and non-profits to support our local workforce. We also offer internship opportunities to local high school and college students. In short, we are there to support workers every step of the way as they enter or re-enter the work force.

THE POSITION

The Workforce Development Manager reports to the Director of Social Responsibility and serves as the strategic and technical advisor to all of the Port's business lines and stakeholders on workforce development. In partnership with local communities, the Workforce Development Manager designs a comprehensive and integrated approach to guide the Port's workforce development efforts and organizes the Social Responsibility Division functions that support workforce/economic growth. In this role, the manager develops cooperative working relationships with a broad range of public and private agencies, community-based organizations, labor organizations, school districts, secondary educational institutions, trade organizations, advocacy groups, and non-profit organizations to define and advance workforce development strategies that meet the Port's objectives. The Workforce Development Manager ensures that the Port is a regional leader in preparing and impactfully growing the local workforce and preparing local residents for future Port careers and career opportunities of our partners.

KEY RESPONSIBILITIES

- Develops and implements the Workforce Development program for the Port of Oakland in partnership with internal (other Port departments/divisions and Port tenants) and external stakeholders such as community based organizations, local community colleges and school districts to cultivate workforce and economic development opportunities; and creates programs and curriculum in collaboration with stakeholders to prepare the community for employment, education and business opportunities.
- Establish strategic workforce development goals and plans; partner directly with business, faculty, staff and stakeholders to implement short and long-term goals.
- Develop and manage appropriate evaluation and reporting process to determine workforce development program success and effectiveness; and oversee the development of both community and business workforce needs assessments to ensure alignment with business forecast and emerging skills requirements.
- Provide leadership to workforce development internal staff and external partners such as community colleges/vocational schools, local employers, workforce development agencies, government agencies, and community-based organizations in the development of workforce program services to best serve the community.
- Develop and implement the marketing of programs and activities of Port's workforce development program; represent the Port in the community; promote the program by serving on task forces and relevant workforce development/economic development committees within the community.
- Maintain and build relationships with business and industry, governmental agencies, community organizations and workforce development partners to ensure quality and relevance to programs.

**Open Recruitment
Closing Date
Salary/Work Week
Civil Service Status**

- **All qualified individuals may apply**
- **November 17, 2017**
- **\$10,515 - \$13,027/mo., 37.5-hour work week**
- **Classified (Job Code 10713)**

- Manage the program budget including developing budget proposals, justifying expenses, and monitoring expenditures.
- Represents the Social Responsibility Division at community meetings, local and national conferences, Board meetings, committee meetings, and other forums as directed to articulate the workforce development program policies and programs, report on their status and results and discuss any proposed changes for input.
- Performs special projects and other related duties as assigned by the Director of Social Responsibility.

- Facilitate dialogue around a variety of issues with good consensus building skills
- Excellent communications and presentation skills with the ability to communicate clearly, both orally and in writing.
- Ability to synthesize complex technical and administrative information and communicate findings concisely and effectively.
- Consummate problem solver with the ability to evaluate alternative solutions and recommend or adopt effective courses of action.

MINIMUM REQUIREMENTS FOR APPLICATION

This recruitment is open to candidates who have a combination of education and experience that would reflect possession of the required knowledge, skills and abilities. A typical combination would include the following:

Education: A bachelor's degree from an accredited college or university in business or public administration, or related field.

Experience: Five years of responsible administrative experience in the private or public sectors dealing with the public in the areas of workforce development or a closely related field.

An equivalent combination of education and experience may be considered.

A candidate must possess a valid California Class C driver's license and also complete and pass a Transportation Security Administration (TSA) background check, which will include a fingerprint-based Criminal History Records Check (CHRC) and a Security Threat Assessment (STA), prior to being considered for this position. This status must be maintained for the duration of employment at the Port.

The ideal candidate should possess the following expertise and attributes:

- Visionary workforce development leader who possesses knowledge and experience with codes, statutes, laws and ordinances related to employment and workforce development in construction; construction industry and the mechanics of trade unions; federal, state, and local targeted business programs.
- Experience with program and project development, administration, implementation and management.
- Knowledge of issues facing and the unique cultural nuances relative to the various population groups in an ethnically diverse and multi-cultural community.
- A good listener, team player/builder, approachable demeanor and strong interpersonal skills.
- Politically astute; understands and can navigate local politics; demonstrates a high level of emotional intelligence, ethical standards and professional integrity.
- Ability to negotiate and communicate with other parties from widely diverse backgrounds with diplomacy.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Act of 1986, the Port of Oakland will only hire individuals who are legally authorized to work in the United States. Social Security card must be presented, and the name on it must match the name on the application.

Americans with Disabilities (ADA): In compliance with State and Federal Laws, the Port of Oakland will employ and promote qualified individuals without regard to disability. The Port is committed to making reasonable accommodations in the selection process and in the work environment. Individuals requesting reasonable accommodations in the selection process should so notify us within five days after the final filing date for the examination (11/17/17). Otherwise, it may not be possible to arrange accommodations for the selection process. For further information regarding ADA accommodations, please call (510) 627-1516 or TDD/TTY

COMPENSATION AND BENEFITS

The salary range for this position is \$126,180 - \$156,324. Placement within the range will be dependent on the qualifications of the successful candidate. The Port also offers an attractive benefits package.

HOW TO APPLY

To be considered, please submit your resume and cover letter with current salary information electronically to Ms. Brett Byers at workforce.port@thehawkinscompany.com by November 17, 2017. Resumes received prior to November 17, 2017 will receive first consideration. Your resume should reflect your responsibilities and accomplishments, and include size of staff and budgets you have managed and should also clearly outline your relevant job related experience. All application materials will be screened by The Hawkins Company. The most qualified individual will be invited to participate in the evaluation and selection process. Electronic submissions are preferred. You may also forward your materials to:



The Hawkins Company
8939 S. Sepulveda Blvd. #110-216
Los Angeles, California 90045
www.thehawkinscompany.com

For additional information or confidential inquiry,
please contact Brett Byers at 323-403-8279
brett@thehawkinscompany.com

The Port of Oakland is an Equal Opportunity Employer

17-10713-26 classified
Opens: October 13, 2017
Closes: November 17, 2017

PLEASE NOTE: The provisions of this announcement do not constitute a contract, expressed or implied, and any provisions contained in this announcement may be modified or revoked without notice.

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This workplace has been recognized by the American Heart Association for meeting criteria for employee wellness.