

WorkforceTulsa

growing talent  *growing opportunity*

POSITION TITLE: Workforce Strategy Analyst

REPORTS TO: Executive Director

SALARY RANGE: \$35,000 - \$65,000

FLSA STATUS: EXEMPT

POSITION SUMMARY

This position creates policy that drives workforce development strategy and outcomes in the Tulsa area. The position creates policy based on Workforce Tulsa's strategic plan as well as state and federal workforce development policy. This position also evaluates performance and makes recommendations for program improvement and corrective action.

DUTIES AND RESPONSIBILITIES

- **Develops program policy**
 - Maintains up-to-date knowledge of local, state and federal guidelines and policies governing workforce development.
 - Integrates contractor and board input to ensure policies are effective at both strategic and tactical levels.
- **Evaluates program effectiveness and makes recommendations for improvement and corrective action.**
 - Collects, organizes and analyzes data to determine program effectiveness and communicates the results via reports and presentations.
 - Ensures organizational and contractor compliance with local, state, and federal policy and laws
 - Utilizes data in the local database (Salesforce) and the state database (Oklahoma Service Link), as well as the US Census and other data sources.
 - Manages Salesforce database to ensure the appropriate data is being collected and can be easily analyzed.
 - Serves as liaison to various policy and advisory committees, local officials, partner organizations, and other organizations regarding program policy and program effectiveness.
- **Assists in preparation of service delivery contracts and other agreements**
- **Other duties, as assigned by Executive Director.**

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This presentation was financed in whole or part by funds from the US Department of Labor as administered by the Oklahoma Office of Workforce Development.*

TDD/TTY: 1-800-722-0353; Voice: 1-800-752-6096



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to meet deadlines while working in a fast-paced environment. Ability to prioritize and respond to requests for assistance as required.
- Ability to establish positive working relationships with partners, contractors, the community at large, and board members.
- Ability to grasp concepts and gather and analyze information and data and synthesize/analyze information from various sources to create policies, reports, and other documents.
- Strong written and verbal communication skills.
- Intermediate to advanced skills with Microsoft Office (Word, Excel, and Outlook).
- Knowledge of Client Relationship Management (CRM) databases is preferred, but not required.

REQUIRED EDUCATION OR EXPERIENCE

- Credentials in public administration, economic development, social sciences, policy or a related field are preferred.
- A minimum of 3 years of experience in public administration, economic development, social sciences, policy or a related field, in lieu of educational credentials, is acceptable.

REQUIRED LICENSES OR CERTIFICATES

This position may require possession of a valid Oklahoma Class "D" Operator's License.

Please submit resume and cover letter to Shelley Cadamy, Executive Director, at scadamy@workforcetulsa.com. Position open until filled.

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907 S. Detroit Avenue, Suite 1325, Tulsa, OK 74120 • 918.595.8648 • www.workforcetulsa.com