



**WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY**

**Director of Business Services and
Registered Apprenticeship Programs**

(Associate Director)

Recruitment Packet

NOW RECRUITING | OPEN UNTIL FILLED



≈450,000

residents in Solano County

5×

named one of the 100 Best
Communities for Young People

Midway

between San Francisco and
Sacramento

Solano County

With a mix of rural and suburban lifestyles and conveniently equidistant between San Francisco and Sacramento, Solano County (population approximately 450,000) is home to rolling hillsides, waterfronts and fertile farmland. County residents and visitors enjoy quality of life attributes within the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo as well as unincorporated County areas; year-round outdoor recreational activities like fishing, boating, water skiing, hiking and biking; and easy access to the San Francisco Bay Area, Lake Tahoe region and the Napa and Sonoma Valleys. Solano County's mild climate, open space, proximity to lakes, rivers and mountains, makes the County an exceptional community to live, learn, work and play.

With its location, affordable housing, natural and human resources, and a history of responsible land use planning, Solano County has a promising future and unique opportunities for the future. The America's Promise Alliance has affirmed this fact five times, naming Solano County one of the 100 Best Communities for Young People – the only California community with this distinction. Solano County is home to Travis Air Force Base, numerous museums, well known businesses as Jelly Belly Candy Company, multiple parks throughout the region, and several wineries.

About Solano County



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY



OUR MISSION

To provide job placement and job training services to improve the quality, competitiveness, and productivity of the workforce.

About the Solano WDB

The Workforce Development Board (WDB) of Solano County is a 501(c)(3) nonprofit organization that works to build and sustain a skilled workforce, support a vibrant economy, and create a shared prosperity for the community of Solano County. The WDB oversees federally-funded workforce services through the Workforce Innovation and Opportunity Act (WIOA) of 2014 on behalf of Solano County. Services include the American Job Center of California System and intensive programs to support the talent development of the county. This work includes planning and policy development, and alignment of workforce services in partnership with businesses to develop an integrated, responsive, and robust workforce system that meets the needs of both businesses and job seekers. The WDB is located on 500 Chadbourne Road Suite A in Fairfield, California.



500 Chadbourne Road, Suite A
Fairfield, California

About the WDB



ANNUAL SALARY

\$86,919.34 – \$108,550.34

Exempt position. Starting pay is determined by the experience and qualifications the applicant brings to the position.

Position Summary

Under general supervision of the President/Executive Director, plans, organizes, provides direction and supervises the work of the Business Services unit. Oversees staff who work with employers and their representatives to provide support services that contribute to business health and growth and maximize local employment opportunities; manages employer-based training contracts; assists employers in developing and maintaining federal and state recognized **Registered Apprenticeship Programs** that lead to highly qualified talent; and coordinates organization-wide events. Also assigned the traditional responsibilities of a 501(c)(3) private non-profit corporation and the marketing of program services specific to the unit. Serves as a member of the Leadership Team. Driving on behalf of the agency is a requirement for this position.

Supervision exercised: technical and functional supervision of first-line unit staff; may mentor newly hired employees in the same unit. Please see full job description for more details.

Minimum Qualifications

Any combination of education and experience that provides the required knowledge and abilities is qualifying. Options include:

5 YEARS

Bachelor's degree, plus five years of experience

2 YEARS

Master's degree, plus two years of experience

7 YEARS

120 semester units of college coursework, plus seven years of experience

Degrees in Counseling, Sociology, Psychology, Human Services, Public Administration, Business Administration or a related field. Experience must be full-time and paid, in the field of training and/or employment programs or a related position.

REQUIRED: A minimum of two years' supervisory experience, which cannot be waived.

The Ideal Candidate

The ideal candidate is a relationship-builder and confident leader with thorough knowledge of the Solano County labor market and employer needs, experience with work-based learning and Registered Apprenticeship Programs, and strong presentation, marketing, and labor market analysis skills. They supervise and mentor with tact and sound judgment, and they embrace AI tools in their daily work.

Connect employers with talent and build the apprenticeship pipeline



Lead the Business Services Unit

- Supervises and coordinates the efforts of the clerical and technical support staff assigned to the Unit/Project, and participates in the unit's employee interview process
- Ensures unit staff's adherence to established Personnel Policies and/or Collective Bargaining Agreement
- Understands and monitors the unit's budget
- Assists in implementing and overseeing special projects as assigned by the President/Executive Director



Engage Employers

- Stresses the role the WDB plays in improving the productivity, profitability, and competitiveness of business by helping to provide, recruit, train, retrain, and advance a qualified, job-ready workforce
- Oversees scheduling, developing, and arranging for high industry employers to participate in WDB-organized Premier Job Fairs and recruitment events



Promote Employer-Based Training

- Promotes and oversees employer-based training, such as Registered Apprenticeship Programs (RAPs), On-the-Job Training (OJT), Incumbent Worker Training (IWT), Transitional Jobs (TJ), and apprenticeships



Analyze, Present, and Represent the Board

- Prepares and presents detailed and analytical labor market reports requiring analysis and interpretation of data for the executive director, WDB members, managers, and agency staff
- Works in collaboration with other agency Division and Partner staff, and may make presentations to groups and organizations regarding program services, opportunities, and outcomes
- Attends community business organization meetings as a representative of the Board, and other meetings as directed; coordinates services with local chambers and economic development entities
- Performs other duties as required

Know the Solano County labor market. Lead with sound judgment.



Knowledge Of

- Standard principles and practices of employee supervision
- Thorough knowledge of the local labor market and employer personnel needs and industries in Solano County
- Thorough knowledge of work-based learning programs for the economically disadvantaged and dislocated worker populations
- Key marketing trends and techniques
- Registered Apprenticeship Programs
- Working knowledge of economic development programs and services
- Acceptable office policies and procedures, as well as public meeting standards and requirements
- Basic principles associated with the organization, administration, and oversight of a private nonprofit 501(c)(3)
- Generally acceptable office practices and techniques



Ability To

- Maintain accurate records and document actions taken
- Maintain confidentiality of all agency, client, and Board files or information
- Identify problems, examine alternative courses of action, and draw logical conclusions; make decisions and/or recommendations
- Exercise critical thinking as well as independent judgment and tact
- Make presentations to various groups of employers to deliver business services and obtain referrals for job orders
- Identify emerging industries and understand the impacts on workforce
- Supervise, plan, and evaluate the work of professional and non-professional staff assigned to the unit
- Develop and implement standard operating procedures for the unit
- Understand current and future labor market trends and the impacts on workforce
- Integrate Artificial Intelligence tools into daily work

SKILLS

Tools and talents you'll put to work

Microsoft Excel

Presentation Skills

Artificial Intelligence Tools

Marketing and Sales Techniques

Lightcast and Other Labor Market Tools

Additional Requirements of the Position



Attendance and Punctuality

Regular attendance and punctuality are part of all employees' job responsibilities. It is the employer's expectation that all employees are present and on time every day.



Driving and Transportation

Possession of a valid Class C California Driver's License (or the ability to obtain one by the start date) may be required for this position; however, alternate forms of transportation will be considered on a case-by-case basis. The employee will be responsible for providing their own transportation for routine travel related to agency business.



Personal Vehicle Use

If the employee is driving their own personal vehicle, the employee must maintain a valid Class C California Driver's License, current automobile insurance, and a driving record that complies with the standards set by the Employer's Insurance Carrier. This requirement is mandatory and cannot be waived.



BENEFITS PACKAGE

The WDB provides a wide range of excellent benefits including the following:



Retirement: Employees are eligible to start contributing immediately towards their retirement. The WDB provides a salary match of 3% after the employee has worked for 1 year and 1,000 hours.



Medical Insurance: The WDB pays 100% of employee premium costs at the Kaiser Permanent Gold level plan. The WDB also offers coverage under Sutter Health and Western Health Advantage. The WDB pays 25% of medical insurance premiums for employee's eligible dependents.



Dental Insurance: The WDB pays 100% of employee premium costs and 50% of any eligible dependent premium costs.



Vision Insurance: The WDB pays 100% of employee premium costs.



Life Insurance: The WDB pays premium costs for \$15,000 life insurance policy for employees. The WDB also offers employee-paid buy-up options and additional plans.



Flexible Spending Account: The WDB provides Flexible Spending Accounts for Health Savings Accounts and Dependent Care.



Holidays: The WDB currently provides 12 paid holidays a year.



Paid Time Off: The WDB provides vacation accruals starting at 3.08 hours per pay period for newly hired employees that starts accruing at time of hire and can be utilized after the completion of the probationary period. The WDB provides sick time at an accrual rate of 3.69 hours per pay period and can be utilized as it accrues. The WDB also provides 32 hours of floating holiday time & admin time to employees at the start of each fiscal year.



HOW TO APPLY:

Apply today.

OPEN UNTIL FILLED



Go to our Website:
www.solanoemployment.org and
click on "Careers"

Or



Email your resume and cover letter to
our Human Resources department:
hr@solanowdb.org



Questions:

Please contact our Human Resources department with any questions and
assistance with your application: hr@solanowdb.org or (707)863-3548

The Recruitment Process