



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Program Specialist, Workforce Development**

**Class Code: 1552**

**Work Days: 225**

**GENERAL PURPOSE**

Support the development, implementation, and management of workforce development initiatives, career pathways, and postsecondary transition programs that align with regional labor market needs; serve as a liaison to school districts and community agencies and industry partners; and provide responsible and complex assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Coordinate, recommend and assist in the implementation of program goals, objectives, and strategic plan related to workforce development, career education, and apprenticeship programs; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Facilitate collaboration among internal teams to support the implementations and alignment of organizational systems, processes, and initiatives established by leadership.
  3. Assist in the coordination and oversight of budgets, contracts, and documentation to support apprenticeship and work-based learning initiatives; ensuring compliance with funding requirements and alignment with program goals.
  4. Develop and manage regional workforce development programs that connect with K-12 students and post secondary learners with career pathways, internships, and apprenticeships in high-demand industries.
  5. Recruit and train new employer partners for the Registered Apprenticeship Program; ensure understanding of program expectations, compliance requirements, and workforce alignment strategies.
  6. Support and maintain effective partnerships with employers participating in the Registered Apprenticeship Program to ensure alignment with program goals and requirements.
  7. Monitor and ensure program compliance with the Department of Labor (DOL) and Division of Apprenticeship Standards (DAS), including data tracking, documentation, and reporting requirements.
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8. Collaborate with school districts, community colleges, workforce boards, and industry partners to expand apprenticeship and internship opportunities for students.
  9. Collect, analyze, and report program data to measure outcomes and retention.
  10. Provide technical assistance, professional development, and training to employers, educators, and workforce partners on work-based learning, apprenticeships, and industry-aligned career pathways.
  11. Support early college credit and dual enrollment pathway design and transitions from high schools to postsecondary education and employment.
  12. Conduct outreach and coordinate events, including career fairs, employer forums, and industry advisory meetings, to increase student and employer engagement in workforce programs.
  13. Develop and maintain grant reports, compliance documentation, and data tracking systems to measure program effectiveness and alignment with state and federal workforce initiatives.
  14. Represent the Orange County Department of Education in regional workforce and career education initiatives, participating in advisory boards, committee, and employer engagement efforts.
  15. Demonstrate attendance sufficient to complete the duties of the position as required.
  16. Perform related duties similar to the above in scope and function as required.

#### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

##### **Knowledge of:**

1. Registered Apprenticeship Program regulations, including DOL and DAS compliance requirements.
2. Career education, workforce development, and industry sector trends related to apprenticeships, internships, and early college credit pathways.
3. Procedures, methods, and techniques of program management, compliance monitoring, and industry engagement.
4. Community-based organizations, educational agencies, workforce boards, and economical development initiatives related to career readiness and student employment.
5. Action planning and event planning strategies, including employer recruitment, workforce training, and labor market engagement.
6. California Education Code, state and federal workforce policies, and best practices in career education.
7. Equity-centered approach to expand career pathways for diverse student population.

##### **Ability and Skill to:**

1. Interpret and implement state and federal compliance policies for program initiatives.
2. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
3. Establish and maintain effective working relationships with various constituencies.
4. Interpret and explain laws, codes, contracts, policies, and procedures.

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5. Develop and present training materials.
  6. Prepare clear and concise correspondence, reports, and other written materials.
  7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  8. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in an instructional program-related field, business, public administration, or a related field and four (4) years of experience in K-12 schools, grant-funded programs, and business administration; or an equivalent combination of training and experience.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

#### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

#### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.