



Board Report

File #: BC 22-117, **Version:** 2

Adopt a Resolution to:

- a. Amend the Workforce Development Board FY 2022-23 Adopted Budget (021-1050-8478-CAO030) to allocate one (1) 1.0 FTE Management Analyst I, as indicated in Attachment A; and
- b. Authorize the Auditor-Controller and County Administrative Office to incorporate the position change in the FY 2022-23 Adopted Budget; and
- c. Authorize the Human Resources Department to implement the changes in the Advantage HRM System

RECOMMENDATION:

It is recommended that the Budget Committee support adoption of a resolution to:

- a. Amend the Workforce Development Board FY 2022-23 Adopted Budget (021-1050-8478-CAO030) to allocate one (1) 1.0 FTE Management Analyst I, as indicated in Attachment A; and
- b. Authorize the Auditor-Controller and County Administrative Office to incorporate the position change in the FY 2022-23 Adopted Budget; and
- c. Authorize the Human Resources Department to implement the changes in the Advantage HRM System

SUMMARY/DISCUSSION:

The State of California Employment Development Department (EDD) has implemented a more complex Eligible Training Provider List (ETPL) directive that will have a significant impact on the performance and funding of the Workforce Development Board (WDB). The WDB uses the ETPL to provide training opportunities to participants looking to augment their career options.

The WDB has identified a need to allocate a Management Analyst I position to oversee the rigorous monitoring and auditing of State-approved Workforce Innovation and Opportunity Act (WIOA) training providers as required by EDD, including site visits, verification of training credentials, and reporting to the Bureau for Private and Post-Secondary Education and EDD.

The Management Analyst I will be required to vet all training providers to ensure that they are financially solvent and in compliance with all State ADA and EEOC regulations. This position will require ongoing professional development training with the State to maintain the ETPL as specified in the recent ETPL directive. As such, this position will serve as the liaison between the State, the State-approved WIOA Training Providers, and the WDB.

The position will be also responsible for researching, analyzing, and interpreting State ETPL policies and procedures for department staff, external agencies, and subcontractors, as well as providing direction to both internal and external agencies on issues relating to ETPL. Moreover, the Management Analyst I position will serve as the point of contact with EDD regarding training providers' performance and financial status.

This request is supported by a Request to Classify approved by the Human Resources Department on April 15, 2022.

Approval of this request will provide support to the WDB's Program Division and assist the WDB to maintain its ongoing adherence to regulations for multiple grants as required by the WDB and State EDD. Because the

requested Management Analyst I position will be responsible for maintaining the ETPL and complying with all local, State, and Federal requirements, it is recommended that the Board of Supervisors Budget Committee support this action.

OTHER AGENCY INVOLVEMENT:

None.

FINANCING:

There is no impact on the Monterey County General Fund as WIOA activities are fully financed by federal funds.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Approval of the allocation of a Management Analyst I position will support:

- √ Administration: Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability, and transparency.

Prepared by: Elizabeth Kaylor, Management Analyst II, 5385

Approved by: Christopher Donnelly, Executive Director, 6644

ATTACHMENTS:

Board Report

Attachment A - Allocated Position

Attachment B - Resolution