

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the State. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking to fill a full-time Program Officer to manage the Eligible Training Provider (ETP)/ Data Validation Lead position. This is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [click here](#). The annual salary for this position is \$50,000 to \$65,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

Review of applications will begin immediately. **The deadline to apply is Friday, July 28, 2023.**

[Apply Online](#)

POSITION:	Program Officer (Administrative Programs Officer)
DIVISION:	Workforce Development
JOB LOCATION:	Oklahoma City
SALARY:	\$50,000 - \$65,000
JOB NUMBER:	J-793

POSITION DESCRIPTION & ESSENTIAL JOB FUNCTIONS:

This position is responsible for managing the eligible training provider list in accordance with state and federal requirements necessary for the provider, local areas, and the Administrative Entity to meet the standards established in accordance with WIOA. The responsibility includes programmatic oversight of the Oklahoma Eligible Training Provider List (inventory of approved eligible training providers) for the establishment of initial provider and program eligibility and continued eligibility for the use of Individual Training Accounts. The Program Officer is also required to coordinate with our case management system administrator to manage the Zendesk helpdesk and JIRA Service Management workflow needed to ensure seamless program management of the ETPL system and training.

RESPONSIBILITIES:

- Disseminates policy and provides technical assistance on the allowable types of training, e.g., emphasis on State and Local demand occupations, including both work-based and classroom instruction, with the goal of ensuring provider performance, job-driven training, informed consumer choice, continuous improvement, and cost-effective investment of public funds.
- Provides technical assistance to state partners on the requirement of the ETPL system and on data validation to ensure that program partners are complying with the statute and for the effectiveness of their respective programs.
- Will ultimately serve as back-up to the case management system administration and the Zendesk helpdesk, and JIRA Service Management to add additional capacity for seamless service.



- Ensures that local area program staff are following the written data validation policy and procedures and take appropriate corrective action if those procedures are not being followed, including regular data integrity review of program data for errors, missing data, out-of-range variances in values reported, and other irregularities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Works effectively with others to resolve common issues or problems for the ultimate outcome.
- Understanding that statutory principles are the prerequisite of WIOA goals, deliverables, and measurable outcomes.
- Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures; Meet urgent deadlines with short turnaround times; Cultivate partnerships at the local, regional, and state levels.
- Skills and experience in business etiquette, organizing information, writing reports, and presenting material are also required. Must have the ability to work independently, with minimum supervision, displaying personal initiative, direction, and willingness to learn. General knowledge and skill in Microsoft applications are required.

EDUCATION AND EXPERIENCE:

- A bachelor's degree in a related field from an accredited college/university or equivalent combination of education and experience is required.
 - Examples of related fields would include (but are not limited to) public administration, business administration, communication, public policy, etc.
- Minimum of 3 years of experience managing projects involving day-to-day project management, coordination, outcomes, grant reporting, and successfully managing stakeholder relationships preferred.
- Experience managing federal grant programs is a plus.
- Experience in workforce development programs preferred.

AA/EOE