

## Director of Reemployment Services G70760

### DESCRIPTION OF OCCUPATIONAL WORK

Under the direction of the Commissioner of Labor, directs the operations and activities of all functions of the Reemployment Services. Oversees the operations, programs, and associated administrative and local office functions; serves as advisor to the Commissioner of Labor on all related activities; performs related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Not applicable.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Directs the development of division's goals, priorities, policies, and programs to coordinate with other programs within the agency.

Directs work functions of Reemployment Services program, related Workforce Innovation and Opportunity Act Programs, Greater Nebraska American Job Centers. Veterans Programs and Nebraska Worker Training Program.

Directs and manages the divisional budget, financial and human resources activities.

Collaborates with other State agencies to develop cooperative initiatives for economic development, education, training, health and human services and other related activities.

Manages and directs the efforts for competitive grant applications or proposals submitted for additional funding and related programs available from public and private sources.

Guides and supervises staff responsibilities that include establishing duties, responsibilities, performance measures and appraisals.

Serves as liaison between Boards, State agencies, and the Commissioner of the agency; performs public relations activities with business, non-profit and public sector firms, or organizations.

Administers Agency, Federal, and State policies; participate on Agency and National Committees and attends specific conferences and training sessions as needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: State and federal employment security laws; interviewing procedures and techniques, public speaking, creation of training programs; quality assurance/performance improvement principles and programs and methods of analyzing continuous improvement; business and management principles including strategic planning, resource allocation, human resources, leadership and coordination of people and resources; principles of supervision and staff development; budget administration practices.

Skill in: communicating to convey information so others will understand; using logic and reasoning to identify strengths and weaknesses of alternative solutions; identifying complex problems to develop and evaluate options and implement solutions.

Ability to: learn, apply and interpret agency policies and procedures; identify and relate pertinent pieces of information to form conclusions; establish program objectives or performance goals and assess progress; identify and analyze organizational and operational problems and develop and implement timely and economical solutions; formulate policies to meet identified needs, goals or objectives; respond to changes in direction, priorities and agency values; perform high level analysis; identify and integrate concrete and abstract variables to formulate approaches to major problems; exercise judgment, decisiveness and creativity in critical and/or unexpected situations; establish and maintain satisfactory working relationships with managers/administrators, community organizations, elected officials and the public; plan, assign and supervise the work of others.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor’s degree or five years’ experience in policy, business administration, personnel management practices, budgeting, public administration, and/or marketing with responsibility for client development and case management that included interviewing, research, and direct customer service.

SPECIAL NOTES:

Employees may be required to possess a valid driver’s license or the ability to provide independent authorized transportation.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 3/21

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date