

EMPLOYMENT AND TRAINING ADMINISTRATION

ORGANIZATION NAME

Office of Job Corps

ORGANIZATION LOCATION

Reports to Assistant Secretary of ETA through the Deputy Assistant Secretary of National Programs

MISSION

To contribute to:

- Implementing a national workforce system that provides workers with the information, advice, job search assistance, income maintenance and training they need to get and keep good jobs and provides employers with skilled workers.
- Managing strategically in order to ensure high performance, greater public accountability, service quality and customer satisfaction, and
- Working collaboratively with partners and stakeholders in business, labor and State and local governments.

By:

- Directing and managing a national Job Corps program to provide low-income youth education and training that gives them the skills they need to obtain and hold a job, enter the Armed Forces, or enroll in advanced training or further education.
- Continuing to operate as the nation's largest national residential employment and training program for at-risk youth in partnership with States and local communities.
- Serving low income youth between the ages of 16 and 24 who face one or more serious barriers to employment, and who need additional education, training, and support to enable them to enter jobs which offer a living wage.
- Providing academic and vocational education, employability skills training, work-based learning, and residential support services for eligible youth.
- Providing twelve months of continued services for program graduates.
- Operating with increased focus on coordination and linkages with employers, communities, and other training programs and services, including Youth and Industry Councils, One-Stops, and other youth programs.

FUNCTIONS

- (1) Establishes overall policies, goals, and objectives for all components of the Job Corps as a national program. Provides direct oversight and management of Job Corps operations in regional offices.
- (2) Manages and oversees S&E resources associated with national and regional operations.
- (3) Develops policies, regulations, and procedures and provides direction required for the establishment and operation of Job Corps centers. Designs, revises, and coordinates the overall Job Corps directives system, including publication and distribution.
- (4) Negotiates, executes, administers, and monitors Job Corps contracts and interagency agreements for Job Corps center operations and operational support activities, as delegated, through the Job Corps Regional Offices, including real and personal property acquisition and accountability.
- (5) Develops advanced annual procurement plans and funding levels and operational planning goals and targets for Job Corps and provides these to the Office of Financial and Administrative Management (OFAM) for proper allocation of funds to Job Corps and outside agencies such as the Departments of Agriculture and the Interior.
- (6) Provides internal financial services, including accounting, budgeting, reporting, and procurement reviews for Job Corps management purposes.
- (7) Maintains overall program analysis and review responsibilities for the establishment of national standards of performance proficiency.
- (8) Formulates and directs the establishment of specific new Job Corps training programs, or the modification of existing training programs, for implementation in Job Corps and provides necessary technical assistance concerning such programs.
- (9) Develops, implements, and monitors the Job Corps health programs (i.e., medical, dental, and mental health care, environmental protection; health education and assistance in health occupations training) and evaluates their effectiveness.
- (10) Develops policies and standards and assures implementation of safety and health programs on Job Corps Centers that ensure the safety and occupational health of students and staff.
- (11) Develops goals and related policies, procedures and guidelines for the outreach, admissions, and placement of Job Corps enrollees, for the follow up and services to graduates, and directs all activities necessary to the fulfillment of national requirements.

- (12) Promotes a comprehensive youth employment and training system with State and Local partners, other Federal agencies, and stakeholders representing business and labor, Workforce Investment Boards, Youth and Industry Councils, One-Stops, and other Youth programs. Promotes the integration of youth services into the One-Stop delivery system for youth and adults.
- (13) Provides leadership and works collaboratively with ETA National Office components and regions to ensure coordination, integration, and consistency of policies. Participates in the development and implementation of strategies for effectively coordinating resources and programs into a comprehensive youth employment and training system.
- (14) Provides technical assistance and support to regions, Job Corps contractors and affiliated agencies in achieving Job Corps goals related to student retention, employer involvement, school-to-work principles, placement quality, and expanded community ties and to GPRA goals.
- (15) Ensures overall directions and management of contract resources are acquired in support of Job Corps Information Technology (IT) and in coordination with ETA and OASAM goals.
- (16) Provides technical assistance and advice to the Director of Job Corps and to other managers on all aspects of IT Planning for determining the most cost effective strategy for meeting program needs and systems requirements. Manages the preparation of studies for ETA management, analyzing current and proposed IT Planning processes to determine actual or potential effectiveness to recommend improvements.
- (17) Manages all activities involved in design specifications in direct access, data base environments on each Job Corps center. Consults with and advises systems analysts and designers on procedures related to proposed, new or existing databases and recommends appropriate courses of action to the Director of Job Corps. Ensures open communication with all appropriate technical and program staff.
- (18) Provides project management guidance on the development, design, acceptance, and administration of the current Job Corps databases and other proposed databases for existing, new and/or projected OJC applications. Provides management of the Job Corps Data System Contract by overseeing contractor performance policies, techniques, methods and management controls.
- (19) Provides procurement support services, i.e., advice and guidance of Job Corps National and Regional office staff on contracting rules and regulations including SBA requirements and new procurement strategies. Coordinates and manages procurement activities with appropriate offices in ETA and DOL and oversees the contracting procedures in Job Corps