

## **EMPLOYMENT AND TRAINING ADMINISTRATION**

### **ORGANIZATION NAME**

Office of Policy Development, Evaluation and Research

### **ORGANIZATION LOCATION**

Reports to the Assistant Secretary of ETA

### **MISSION**

#### **To contribute to:**

Implementing a national workforce system that provides Americans with the information, advice, job matching and job search assistance, income maintenance and training they need to obtain and retain employment and provides employers with skilled workers.

Managing strategically in order to assure high performance, greater public accountability, higher service quality and customer satisfaction.

Working collaboratively with State and local partners and stakeholders in the public and private sector, including business, labor, education, community, and other organizations.

#### **by:**

- 1) coordinating and/or developing agency-wide, cross-cutting policy and legislation,
- 2) analyzing, formulating and recommending legislative proposals and initiatives under the review of the Agency,
- 3) leading the development and testing of Agency social-science and related research approaches and strategies to improve performance; and evaluating programs and utilizing the results to ensure continuous improvement of performance and outcomes. The Office of the Administrator assumes direct responsibility for certain cross-cutting strategic planning efforts — both within and without OPDER including those related to procurement, ETA budget and GPRA mission, vision and cross-program sections.

### **FUNCTIONS**

- (1) Provide objective advice and support to the Assistant Secretary, Agency executives in the development of ETA policies, budgets, legislative initiatives, research and evaluation activities; and on behalf of the Assistant Secretary, provide similar services to the Secretary and Department executives in developing and executing policies, programs, and systems serving adult, youth, and

- employers and in establishing national priorities for the workforce investment system.
- (2) Coordinate with the Assistant Secretary and Agency executives the development of the Agency mission and vision to be reflected in all Agency policies and cross-cutting plans.
  - (3) Coordinate the development of Agency cross-cutting initiatives and development of crosscutting sections of all GPRA plans, ensuring that the plans reflect new ETA legislation and related policies; and participate in the review of all GPRA strategic and annual performance plans.
  - (4) Prepare and manage plans and budgets for OPDER internal management and administrative systems and procedures to support the office's operations and for OPR's research, demonstration and evaluation activities.
  - (5) Lead program and support offices in the production, implementation, and tracking of the Agency's annual workforce development investment plan for procurement under OPDER and other discretionary accounts.
  - (6) Serve as Agency liaison, upon request, to the Executive Branch, other Federal agencies, and other public or private policy advisory or social science-related commissions and committees.
  - (7) Coordinate and track all Agency regulatory matter.
  - (8) Manage and track all ETA submissions to the Department's Policy Planning Board (PPB), and review of materials submitted to the PPB by other agencies.