

## **EMPLOYMENT AND TRAINING ADMINISTRATION**

### **ORGANIZATION NAME**

Office of Technology

### **ORGANIZATION LOCATION**

Reports to the Assistant Secretary of ETA through the Deputy Assistant Secretary for Performance and Administration

### **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:**

Building, maintaining and continuously improving the technology infrastructure for ETA's national and regional offices.

Building, maintaining and continuously improving model systems for our State, local and grantee partners so they can serve their (our) direct customers better.

Building, maintaining and continuously improving the information technology systems needed to monitor performance in our system.

### **FUNCTIONS**

- (1) Oversee ETA's technology requirements and coordinate with the Department and other government-wide efforts.
- (2) Represent ETA in internal and inter-Departmental policy areas such as the Internet Management Group, Technical Review Board, etc.

- (3) Provide ETA input into emerging Departmental Information Technology (IT) policy formulations.
- (4) Serve as ETA's point of contact with the Department's IT review and approval process.
- (5) Ensure compatibility between our systems and those of the Department and of our major partners.
- (6) Oversee the development and deployment of an Enterprise Architecture compatible with that of the Department.
- (7) Ensure that the technology infrastructure is maintained and upgraded within ETA including the LAN, NO and Regional Office interoffice linkages, on-desk computers, and software systems.
- (8) Oversee the selection, customization, maintenance, and upgrade of software packages to assist ETA staff to do their jobs more effectively.
- (9) Maintain and upgrade the ETA web sites(s) creating the structure to ensure input from the various program offices. The program offices maintain content control.
- (10) Oversee the development and management of ETA's IT security and disaster recovery programs.
- (11) Develop an eGovernment program ensuring compliance with GPEA and assist grantees in developing eGovernment processes through eLearning and the Technical Resource Center.
- (12) Create and administer an internal IT project review process for ETA to ensure that program office technology investments will meet Departmental standards and will be compatible with ETA's overall IT investment strategy.
- (13) Oversee ETA's capital planning and IT budget formulation and administration.