

## **EMPLOYMENT AND TRAINING ADMINISTRATION**

### **ORGANIZATION NAME**

Office of Workforce Investment

### **ORGANIZATION LOCATION**

Reports to the Assistant Secretary of ETA through the Deputy Assistant Secretary of Workforce System

### **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:**

Providing national leadership, oversight, policy guidance, and technical assistance to the one-stop public employment service systems and the youth and adult programs funded under WIA.

### **FUNCTIONS**

- (1) Advises the Assistant Secretary for Employment and Training and other departmental executives in matters of policy, program operation, performance, and legislation. Works collaboratively within ETA to support one-stop career centers, respond to worker dislocation, improve worker reemployment.
- (2) Interprets federal legislative requirements for state adult and youth programs, employment service programs and one-stop systems in cooperation with the Office of the Solicitor of Labor; guides and assists states in adopting laws, regulations and policies that conform with and Support federal law.
- (3) Formulates and recommends national policies and federal legislation; identifies research to support policy formulation in cooperation with the Office of Congressional and Intergovernmental Affairs and the Office of Policy Development, Evaluation and Research. Provides technical assistance to congress and other policymakers outside the department.

- (4) Provides technical assistance and training to state agencies and facilitates the exchange of best practices among states.
- (5) Maintains good relationships and open communication with other federal agencies and advisory bodies, congressional staff, groups representing state officials, business interests, workers, and the academic community.
- (6) Provides policy leadership for the one-stop system and the WIA-formula programs administered by the states.
- (7) Oversees the operation of the one-stop system, providing a central point of contact for systems' questions and issues; serves a coordination role with other ETA offices and Regions on system building and linking with all programs and services in a most effective manner for customers.
- (8) Develops, in conjunction with states, locals, and other programs/grantees, clear outcome measures and standards by which to gauge the success of One-Stop systems.
- (9) Develop, negotiate, and monitor reimbursable agreements with the states to administer the Targeted Jobs Tax Credit Program (WOTC).
- (10) Develops and maintains a nationwide monitoring system to measure the impact of the employment service system in meeting the special needs of migrant and seasonal farm workers.
- (11) Oversees the development and implementation of America's Labor Market Information system producing improved automated systems and data including: America's Career Kit (AJB, ATB, and CINET); O\*NET; and WRIS.
- (12) Coordinates the state plan and waiver approval processes under WIA.
- (13) Provides policy guidance, program performance and oversight for the WIA formula and discretionary grant funded state and local government youth employment and training program.
- (14) Oversees design, development and administration of programs for adult dislocated and incumbent workers.