



## JOB OPPORTUNITY ANNOUNCEMENT

The Oakland Private Industry Council (PIC) is accepting applications for:

<b>Title: Planning Manager</b> <b>Grade: 9 - Exempt Rate: DOQ</b> <b>Type of Appointment: Regular</b>	<b>Job Number: PM01E10</b> <b>Number of Positions: One (1)</b> <b>Department: Administrative Services</b> <b>Schedule: 8:30 a.m. to 5:00 p.m. Monday - Friday</b> <b>Opening Date: February 8, 2010</b> <b>Closing Date: February 21, 2010 or until filled</b> <b>Type of Recruitment: Open</b>
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### INFORMATION TO APPLICANTS

**HOW TO APPLY:** Applicants mail, e-mail or fax resume with cover letter as follows:

Oakland PIC  
ATTN: Human Resources – PM  
1212 Broadway, Suite 300  
Oakland, CA 94612

or E-mail: [picjobs@oaklandpic.org](mailto:picjobs@oaklandpic.org)

or FAX to: M. Watts  
(510) 839-3766

Responsibility for the timely submission of resume rests with the applicant. To be considered the resume must be received no later than the closing date of the announcement.

This announcement may be used to fill the same or similar positions, temporary or permanent which become available within 180 days of the closing date. Applicants selected for temporary positions may be converted to a permanent position without further competition.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR THIS POSITION WITHOUT REGARD TO RACE, AGE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, OR PHYSICAL HANDICAP.

**The Oakland Private Industry Council is an equal opportunity employer and program operator. Auxiliary aids are available upon request to individuals with disabilities. For TDD services please call: 1-800-735-2922.**

El Oakland Private Industry Council, Inc., ofrece igualdad de oportunidades como empleador y operador de programas. Asistencia y servicios auxiliares para personas discapacitadas seran disponibles cuando se requieran. Para servicio TDD (para personas sordo-mudas) por favor llame al 1-800-735-2922.

屋崙職業輔導中心是一間平等就業機會的機構,而且為傷殘人士提供有需要的服務。聾啞人士服務熱線:1-800-735-2922。

**BACKGROUND STATEMENT:**

Under the general direction of the Chief Operating Officer, the Planning Manager is responsible for performing a variety of workforce development-related planning assignments, for example strategic and tactical planning, grant writing, budget development, capital development, etc. Position may be assigned to special projects as needed.

**BRIEF DESCRIPTION OF DUTIES:**

- Uses various methods to develop comprehensive planning analysis associated with workforce development legislation, best-practice programs, grant solicitations, etc.;
- Facilitates development and implementation of multiple plans for local workforce development activities;
- Prepares workforce development planning, proposal, funding, and reporting documents, including amendments and modifications, in response to State/federal requirements as well as requirements of other funders;
- Develops multi-year budgets and expenditure plans;
- Coordinates policy development with community, nonprofit and public policymaking bodies as appropriate;
- Conducts and/or facilitates program evaluations;
- Prepares and presents special reports to a variety of audiences;
- Performs other related duties, as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS:**

- Bachelor' degree with major coursework in business or public administration, social science or related field.
- Five years professional experience in coordination, planning, organization and implementation of workforce development projects.

**REQUIRED SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of Workforce Investment Act (WIA);
- Knowledge of various methods to conduct research and analysis of topics related to workforce development and economic development;
- Knowledge of the employment, training and social service issues in Oakland/East Bay Area;
- Excellent written and oral communication skills;
- Ability to speak effectively to groups;
- Ability to read, understand, explain, and apply complex local, state, and federal regulations, policies, and procedures;
- Ability to manage paperwork flow to ensure timely processing of documents;
- Ability to work as part of a team and meet program goals in a multi-cultural environment;
- Ability to demonstrate good leadership qualities, and lead teams and projects;
- Proficient in the use of current Windows applications including MS Word, Excel, Access, PowerPoint, and the Internet-based search tools.

**SPECIAL REQUIREMENTS**

- Must be available to work and represent the Oakland PIC at meetings or events on some evenings or weekends.

## **IMPORTANT EMPLOYMENT INFORMATION**

### ***About Oakland PIC***

The Oakland PIC is a non-profit organization. The mission of the Oakland PIC is to provide accessible, high quality employment and training services to the Oakland community. Through direct services and contracts with community-based agencies, Oakland PIC provides area residents with job search assistance, resources, and information/referral, as well as job skills training in classroom and on-the-job settings. PIC also partners with the local business community, connecting its large diverse pool of job seekers with hiring employers. PIC programs are free of charge to both job seekers and employers. Oakland PIC career and business services are funded by the Oakland Workforce Investment Board.

### ***Equal Employment Opportunity***

The Oakland PIC is an equal opportunity employer. Applicants shall not be discriminated against because of race, color, gender, national origin, religion, creed, age, marital status, sexual orientation, family care status, medical condition as defined by California law, ancestry, physical or mental disability, or status as a veteran.

### ***Employee Benefits***

The Oakland PIC offers a range of benefits to its employees, including paid leave, holidays, a 403(b) retirement plan, and medical, dental, life, and long term disability insurance. Additional benefits may be available depending on employment category. The extent and availability of benefits are subject to change without notice.

### ***Organizational Values***

The Oakland PIC values teamwork and expects that each employee will demonstrate our high standards by their own behavior and actively guide the organization by adhering to our organizational values.

### ***Job Opportunity Announcement***

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods, and other particulars. Required qualifications must be maintained throughout the employment period.

### ***Appointment***

All persons entering Oakland PIC employment are required to present their Social Security Card and complete US Department of Justice Form I-9, Employment Eligibility Verification.