

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASSIFICATION  
REVISED DECEMBER 2024

## **DIRECTOR, ORANGE COUNTY REGIONAL CONSORTIUM WORKFORCE AND EMPLOYER ENGAGEMENT**

### **JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

#### **POSITION OVERVIEW**

Responsible for managing the Workforce Development and Employer Engagement Initiative of the Orange County Regional Consortium (OCRC) in accordance with the collaborative leadership of the Orange County community college districts and colleges and the California Community College's Chancellor's Office Workforce and Economic Development Initiatives.

#### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated administrator.

#### **REPRESENTATIVE DUTIES**

1. Manages the deployment of employer engagement structure and strategies for the OCRC, in collaboration with the OCRC–workforce development and employer engagement initiative directors, hosted at community college districts and/or colleges in the Orange County region, to ensure districts and colleges are assisted in expanding work-based learning, improving employment outcomes for students, and being responsive to employer workforce needs.
2. Provides leadership and long-term employer engagement planning in consultation with OCRC workforce development and employer engagement initiative directors for the implementation of impactful strategies, such as:
  - Work-Based Learning, Apprenticeships, Internships, and Faculty Externships
  - Career Placement, Comprehensive Supports, Career Pathways, Assessment and Articulation of Prior Learning
  - Alignment of Programs with Industry Training and Education Needs
3. Manages the evaluative process, in collaboration with the OCRC Chair and OCRC workforce and employment engagement initiative directors, to measure and report on the effectiveness of the OCRC employer engagement strategies.
4. Assists OCRC workforce and employer engagement initiative directors with facilitating region-wide convenings to ensure equitable workforce training that it is accessible, efficient, responsive, data-driven and improves outcomes.
5. Convenes OCRC workforce and employer engagement initiative directors in regular standing meetings to review workplan objectives and activities, and track, compile, and report outcomes for the following employer engagement benchmarks:
  - Expand Work-Based Learning Opportunities for All Students;
  - Increase Student Employment Outcomes;
  - Responsiveness of Colleges to the Training Needs of Employers.
6. Facilitates connections between the colleges and employers, in collaboration with the OCRC workforce and employer engagement initiative directors.

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**JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONT'D)**

**REPRESENTATIVE DUTIES (CONT'D)**

7. Supports and coordinates employer engagement efforts, in collaboration with OCRC workforce and employer engagement initiative directors to promote Orange County community-colleges' and adult education centers' career and technical education career programs and pathways that are informed by updated Labor Market Information and occupational data.
8. Organizes consortium-wide employer engagement meetings and represents the consortium at statewide and regional employer engagement meetings.
9. Works with OCRC workforce and employer engagement initiative directors to plan, develop and implement employer engagement strategies with business and industry.
10. Works with various workforce and economic development agencies in Orange County to align and leverage employer engagement strategies to prepare and connect students for work-based learning opportunities.
11. Serves as an active member of state-wide, regional, or local committees to represent the OCRC's employer engagement initiative, as appropriate.
12. Responsible for compliance with program guidelines, contract regulations and other rules and regulations affecting employer engagement strategies for the OCRC member community college-districts' colleges' career education programs.
13. Serves on OCRC-appointed governance committees.
14. Works with college administration, faculty and staff to promote the OCRC employer engagement initiative, and coordinates activities with OCRC member community college districts' and colleges' workforce and economic development programs; and performs other duties as assigned.
15. Manages and monitors the employer engagement annual budget and related sub-agreements to ensure performance and effective fiscal management.
16. Responsible for interpreting and implementing the rules and policies of the Board of Trustees and the directive of the Chancellor as they affect workforce and economic development activities related to employer engagement.
17. Gathers and analyzes data for reporting on workforce and engagement initiatives and to satisfy accountability requirements.
18. Researches and prepares regular and special reports related to the OCRC employer engagement initiative.
19. Maintains compliance with funding terms and conditions supporting the employer engagement initiative and other appropriate state and federal regulations and policies, as appropriate.
20. Maintains current knowledge of federal and state legislation affecting the OCRC regional collaboration and coordination employer engagement initiative and workforce and economic development and labor market conditions.
21. Develops relationships with appropriate professional organizations.
22. Participates in community activities related to areas of responsibility.
23. Serves as the OCRC liaison for the Orange County region-wide employer engagement strategies.
24. Serves as regional liaison to external business and appropriate community organizations.

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**JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONT'D)**

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

- A Master's degree AND a minimum of three (3) years of experience in career and technical education, economic and workforce development, employer engagement, and regional project development.

**Knowledge and Abilities**

Thorough Knowledge of:

1. Administration, supervision and training principles.
2. Delivering results in outcome-based workforce and economic development initiatives.
3. Excellent communication skills, including: a) written, b), oral, and c) active listening.
4. Leading discussions and making presentations using appropriate technological resources.
5. Facilitating large groups.
6. Teaching experience in community college career and technical education programs.

Ability to:

1. Communicate effectively in writing and speaking for diverse audiences and stakeholders.
2. Interpret and apply federal, state and grant regulations to implement programs to meet target objectives, remain compliant with grant terms and conditions and institutional policies and procedures and be fiscally sound.
3. Interpret data and statistical information to effectively manage programs that are successful in meeting their objectives.

Board Approval Date: December 16, 2024