

TO: Executive Committee

Date: May 10, 2001

FROM: Workforce Investment Board Staff

For Action
 For Information
 Meeting Notes

SUBJECT: Staffing Proposal

PROPOSED MOTION:

Discussion Only:

At the request of the WIB Executive Committee, the Private Industry Training Department has looked at staffing configurations that would provide WIB support and other administrative functions. The objective is to find functional areas that can be effective and efficient as well.

Option #1 was put into place in February 2001 (see attached organizational chart). This configuration takes advantage of economics of scale. It provides depth in coverage of all WIA functions and flexibility to adjust to the peaks and valleys of work for both the WIB and administrative entity. Further, this option provides subject matter experts to committees. Staff has both administrative entity duties and WIB support duties, which assures continuity between the WIB and the Board of Supervisors. Fiscal and WEB support are not assigned specifically to the WIB, as overall percentage of utilization by the WIB is small, and are considered administrative entity and system support.

One half-time grant writer position is proposed for 2001/2002 budget. The other half of the position is proposed to be shared with County Business and Economic Opportunity Department. If approved by the Board of Supervisors, this position would be available after July 1, 2001.

Option #2 concentrates WIB support staff into one unit. It provides a focus on WIB functions in one area. This configuration assures dedication of staff, and that WIB issues get appropriate priority. Further, it mitigates the expressed prescription of conflict of interest of staff. Fiscal and WEB support are not assigned specifically to

the WIB, as the overall percentage of utilization by the WIB is small, and are considered administrative entity and system support. Clerical support would remain a shared function to assure depth of coverage. An Extra-Help Analyst would be converted to a full-time analyst (currently unfilled) to cover WIB committee workload.

One half-time grant writer is proposed for 2001/2002 budget. The other half of the position is proposed to be shared with County Business and Economic Opportunity Department. If approved by the Board of Supervisors, this position would be available after July 1, 2001.

In both options, the Director has shared responsibilities.

DISCUSSION:

ATTACHMENTS: