

EMPLOYEE WORK PROFILE

WORK DESCRIPTION/PERFORMANCE PLAN

Employee Name: [REDACTED] Position Number: [REDACTED]	2. Agency Name & Code; Division/Department: Lord Fairfax Community College - 298
3. Work Location Code: 069	4. Occupational Family & Career Group:
5. Role Title & Code: Program Administration Specialist I	6. Pay Band:
7. Work Title: Workforce Navigator	8. SOC Title & Code:
9. Level Indicator: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager Employees supervised: Does employee supervisor 2 or more employees (FTEs)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Exemption/Partial Exemption Test (if applicable)
11. Supervisor's Position Number: G0006	12. Supervisor's Role Title: Executive Director, Knowledge to Work
13. EEO Code: <input checked="" type="checkbox"/> B - Professional	14. Effective Date:

PART II – Work Description & Performance Plan

15. Organizational Objective: To provide an educational search engine/portal of superior quality that will help learners find free and low-cost, credit and non-credit learning resources tied to competencies and credentials, including badges, certificates, and degrees for Knowledge to Work.

16. Purpose of Position: Coordinate communication and work with regional industry partners and community based organizations on the grant by mapping job postings and occupational needs to competencies and determining how well these are aligned with the project's program competencies.

Documents data on real-time job openings, and acts accordingly on trends in occupational hiring; assists in promoting apprenticeship programs; coordinates with the rest of the K2W team on outreach and recruitment activities; assists in the development of the K2W portal and search engine; and performs other duties as assigned related to the grant.

17. KSA's and or competencies required to successfully perform the work:

Knowledge: Understanding of job postings, occupational trends, requirements, the search process, and competencies from employer and recruiter perspectives.

Skills: High level of competency with Microsoft Office and complex job search engines.

Abilities: Ability to work collaboratively and creatively in a higher education environment and to communicate effectively orally and in writing.

18. Education, Experience, Licensure, Certification required:

- Associate's degree required. Bachelor's/Master's in related field preferred
- Three plus years of experience working with employer-related occupational information in a professional capacity

19. %Time	20. Core Responsibilities (List in order of importance from highest to lowest percentage)	21. Measure for Core Responsibilities
40%	A. Job Documentation	<ul style="list-style-type: none"> • Document data on real-time job openings for current students • Examine trends in occupational hiring • Assess alignment of job descriptions with program competencies • Make suggestions to program competency changes based on job data findings
35%	B. Employer Interface	<ul style="list-style-type: none"> • Meet with employer partners to promote K2W and leverage active participation • Encourage employers to send employees to our program • Assess employer hiring needs and make future projections • Make suggestions to program competency changes based on employer feedback on KSA gaps in employees
10%	D. Community Partner Interface	<ul style="list-style-type: none"> • Promote community based organization participation and familiarity with K2W
10%	E. Apprenticeship Coordination	<ul style="list-style-type: none"> • Work with employer partners and Workforce Solutions Department to coordinate apprenticeships as part of active student participation in program
5%	F. Portal Development/Maintenance	<ul style="list-style-type: none"> • Assist in development of Employer section of portal • Maintain Apprenticeship participation of students on portal
0%	G. Personal Development	<ul style="list-style-type: none"> • Attend VCCS, LFCC, and Winchester Area Chapter of Society for Human Resource Management activities
0%	Embraces the core values of LFCC.	<ul style="list-style-type: none"> • Learning, High Performance, Integrity, Positive Spirit, Diversity – Promotes and supports these values in job performance, internal and external community/customer service, behaviors.
0%	Follows safe working practices	<ul style="list-style-type: none"> • Obeys health and safety rules and regulations. • Attends training as required

Knowledge to Work (K2W):

A Portal for Competencies and Individualized Learning

Lord Fairfax Community College (LFCC)

173 Skirmisher Lane

Middletown, VA 22645-1745

KnowledgeToWork.com

HigherEd.org

LFCC.edu



This work is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).

This work was funded in part by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. This work was created by Lord Fairfax Community College (LFCC) and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.