

## Section 4

### Administration

#### Overview

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**Introduction** This chapter of the Administration Handbook includes the overview and mission of the Workforce Development Department (WDD).

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# Workforce Development Department (WDD)

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**Introduction** Workforce Development Department (WDD) operates programs under the direction of the Workforce Development Board (WDB), with funding through the Department of Labor's Workforce Innovation and Opportunity Act of 2014 (WIOA). The WDB is a voluntary policy and advisory board made up of individuals appointed by the San Bernardino County Board of Supervisors.

**Note:** Refer to the Admin Handbook, *Chapter 2 - Workforce Development Board (WDB)/Committees* for additional information.

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**Mission Statement** The WDD and WDB mission statement is:

To promote a workforce development system that supports economic vitality by creating opportunities for businesses, employees and job seekers.

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**Vision** By understanding emerging economic trends, listening to employers, creating partnerships, and providing services in a caring manner. Transforming lives and strengthening business.

The focus of this board is to ensure the residents of San Bernardino County have the skills, training, and education to achieve his/her career goals, and San Bernardino County employers are able to hire, develop, and retain outstanding employees.

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**Workforce Development** Workforce Development focus is to provide services for county residents and businesses through the following:

- Three (3) America's Job Center of California (AJCC) and one satellite office, where job seekers and businesses may access services.
  - The Workforce Investment Network, supported by a Virtual One-Stop (VOS) system; online access at [www.caljobs.ca.gov](http://www.caljobs.ca.gov) to a full range of job search tools.
  - Customized delivery of demand occupational training in partnership with local community colleges and businesses to meet the growing workforce need.
  - Support to employers in the areas of business retention, layoff aversion, business expansion, recruitment services, etc.
  - Labor Market Information (LMI).
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# Department Design

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**Introduction** This section outlines the Workforce Development Department (WDD) current structure.

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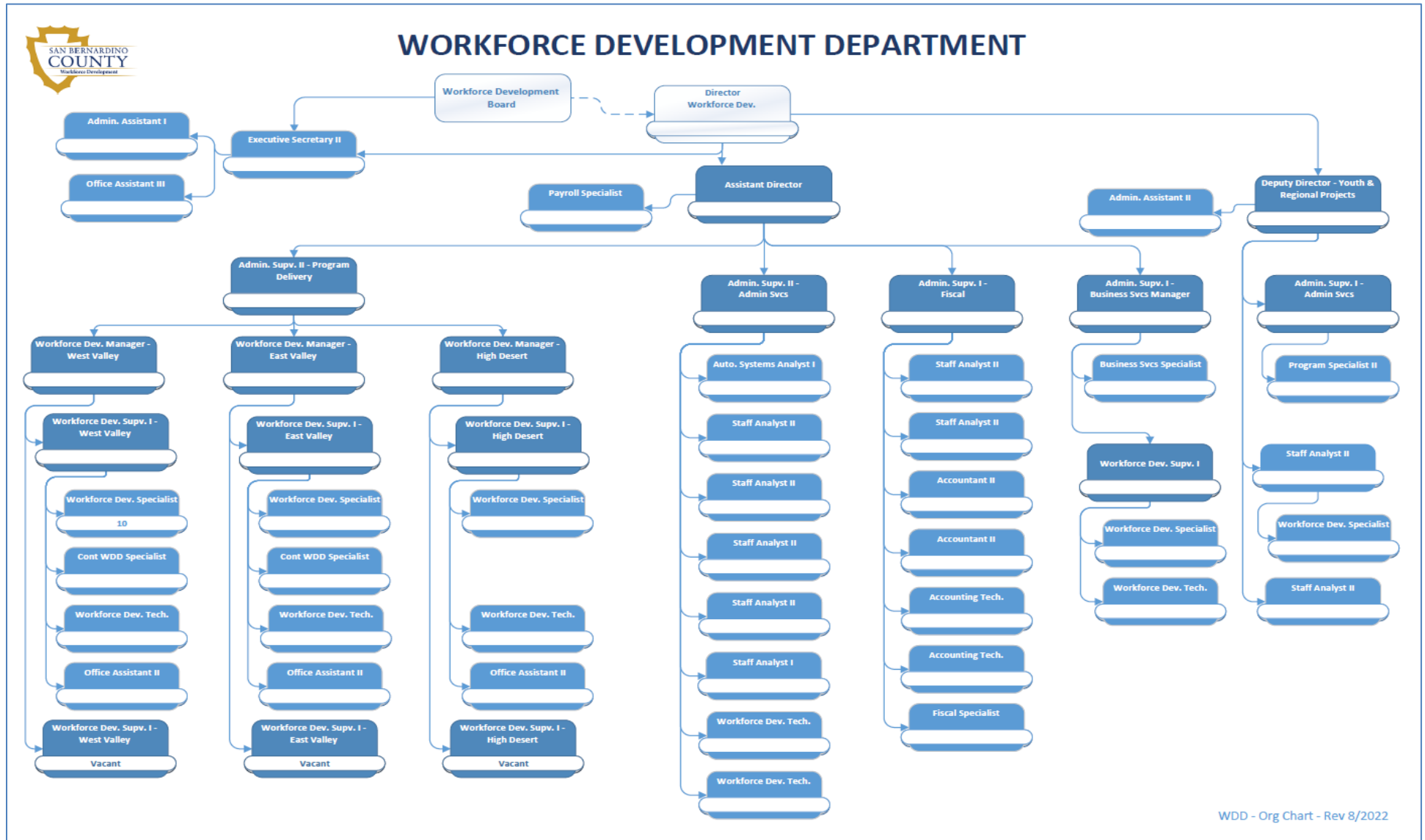
**Structure** WDD structure design is broken into three (3) divisions. The three (3) divisions are as follows:

- Administration Office – including, but not limited to:
    - Director
    - Assistant Director
    - Deputy Director
    - Administrative Supervisor II
    - Administrative Supervisor I
    - Workforce Development Board Support
    - Staff Analysts
    - Program Specialist
    - Management Information Services
    - Office Assistant Support
    - Payroll
    - Contracts
    - Facilities
    - Information Technology/Communications
    - Fiscal/Budget
    - Grants
    - Special Projects
    - Adult and Dislocated Worker Programs
    - Youth Programs
  - Operations – America’s Job Center of California (AJCC)
    - Administrative Supervisor II
    - East Valley AJCC in San Bernardino
    - High Desert AJCC in Victorville
    - West Valley AJCC in Rancho Cucamonga
    - Barstow Satellite office
    - Ontario Library
  - Business Services
    - Business Services Manager
    - Business Services Supervisor
    - Business Service Representative/Business Service Specialist
      - ✓ Located in each of the AJCCs
    - Special Projects
    - Workforce Development Technician (Admin office)
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# Organizational Charts

## Introduction

This section provides the organizational chart for the Workforce Development Department (WDD).



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## Organizational Charts, Continued



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## Organizational Charts, Continued

