



**NOTICE OF PUBLIC MEETING OF THE
MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD EMPLOYER CONNECTION COMMITTEE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Maricopa County Workforce Development Board Executive Committee and to the general public that the Maricopa County Workforce Development Board Executive Committee will hold a meeting open to the public on:

February 3, 2022 – 9:30 a.m.

<https://www.gotomeet.me/MaricopaCountyWDB>

Phone: +1 (872) 240-3212; Access Code/Meeting ID: 167-097-701

The Agenda for the meeting is as follows:

****Indicates materials attached, please review/read prior to meeting.***

1. Call to order.

2. Roll Call.

3. Welcome and Opening Remarks.

4. Consent Agenda.

- a. Meeting Minutes: December 2, 2021*
-

5. Chair Report.

Discussion Only.

6. Information/Discussion Only.

- a. MCWDB Board Functions Discussion

- i. What programs or initiative would you like to see our Title 1B provider engage in?
- ii. What impact has the pandemic played in your organization from the beginning to present day?
- iii. What have your own organizations done to mitigate the effect of resignations, new hires, remote working, other incentives, etc?
- iv. How can we utilize those measures within our own workforce system? (i.e. new ideas for service provider and businesses to work together)
- v. Does your organization work with ARIZONA@WORK currently? If yes, in what capacity? If no, how can they help?

- b. New Strategist Employer Outreach Priorities*

- c. Service Provider Update
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7. Call to Public.

8. Adjourn.

NEXT MEETING: APRIL 7, 2022

PUBLIC PARTICIPATION AND ACCESS: "The public must be allowed to attend and listen to deliberations and proceedings taking place in all public meetings, A.R.S. § 38-431.01(A); however, Open Meeting Law does not establish a right for the public to participate in the discussion or in the ultimate decision of the public body." **Note: Agenda items may be taken out of order**

"Equal Opportunity Employer/Program." "Auxiliary aids and services are available upon request to individuals with disabilities." A sign language interpreter, alternative format materials, or infrared assistive listening devices will be made available within 72 hours' notice. Additional reasonable accommodations will be made available to the extent possible within the time frame of the request. Arizona@Work: Maricopa County products and services are made available through federal funding provided by the Workforce Innovation and Opportunity Act (WIOA); serving Employers by aiding job seekers, adults, dislocated workers and youth.



Consent Agenda.

Meeting Minutes



MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD
Employer Connection Committee

Thursday, December 2, 2021 – 9:30 a.m.

Microsoft Teams: [Click here to join the meeting](#)

Phone: +1 (480) 702-3496; Phone Conference ID: 234 080 990#

Members Present: Christopher Tafoya, Matt Clark, Matt McGuire
(Note: All members present attended via GoTo meeting)

Members Absent: Leah Hill, Subhash Chandra, Collin Stewart

MEETING

Call to Order.

MCWDB Chairman Matt McGuire called the meeting to order at 9:32 a.m. and requested a roll call.

Roll Call.

MCWDB Board Liaison Deseret Romero took roll. A quorum was present.

Welcome and Opening Remarks.

Chairman McGuire welcomed those attending and noted the agenda protocols.

Consent Agenda.

Meeting Minutes: October 7, 2021.

Chairman McGuire asked for a motion to approve the MCWDB Employer Connection Committee October 7, 2021, Meeting Minutes. Matt Clark made a motion; Christopher Tafoya seconded the motion.

Chairman McGuire called for an all-in favor vote:

In Favor: Christopher Tafoya, Matt Clark, Matt McGuire

Opposed: None

Abstained: None

Motion passed.

Chair Report.

Chairman McGuire read the MCWDB vision, values, and goals.

Employer Services Overview Presentation.

Workforce Development Division, Program Manager Tina Russo provided a presentation on the Employer Service Overview. The following are highlights of Ms. Russo's presentation.

- Introduction of Arizona@Work Maricopa County Services
- Business/Employer Services provided by the Workforce Development Division

- Recent Examples of Success
- Jobseeker services offered by the Workforce Development Division
- Job Blast News Letter service

Ms. Russo answered the following questions from the Employer Connection Committee members.

- With the Arizona Jobs Connection system, do you see matching successes for job seekers and employers? Finds receiving some of the basic information from the system to be challenging.
 - Yes, the system can provide matches; however, they are working with the state to improve the system. Through additional follow-through, they find the percentage of placement to be higher.
- Recommendation to have Ms. Russo provide the same presentation to the Marketing and Outreach Committee.
- Would like to see the data when focusing on core industries.
- Is there a satisfaction survey data?
 - There is additional follow-up to ensure that the company does not need anything further; however, a survey could be created.

Chairman McGuire thanked Ms. Russo for presenting.

Informational/Discussion Only.

Chairman McGuire led the discussion by reading the selected in-demand industries – (1) Construction, (2) Manufacturing, (3) Information, (4) Healthcare, (5) Transportation & Warehousing, and (6) Finance & Insurance. Chairman then opened the discussion up to the Committee Members.

- a. 2021-2022 Committee Focus
 - i. How can the MCWDB bridge the knowledge gap between employers and the Arizona@WORK workforce system?
 - 1. The Board’s / Committee’s direct role?

Chairman McGuire shared the following thoughts related to the Marketing and Outreach Committee.

- Presentation by Ms. Russo.
- Resources needed
- Would benefit from leveraging social networks.
 - Shared a recent experience with sharing a few MCWDB social media posts. (First post provided 400 views, and the second supplied over 8,000 views.)

Committee Member Christopher Tafoya sees the gaps as a multi “fix.” Mr. Tafoya emphasized the following.

- Importance of strategic development
- Identifying 4-5 specific strategies
- Making the strategies measurable
- Ensuring structure to the development

Mr. Tafoya also recommended possibly tagging Board Members to the LinkedIn social media posts.

- 2. The Board’s / Committee’s support of MCWDB staff?

Chairman McGuire asked MCWDB Executive Director Steve Clark to share any additional thoughts.

- ii. What priorities do you see?

Chairman McGuire suggested providing an opportunity for MCWDB board Members to engage with the chambers and workforce groups. In addition to MCWDB Board Members building relationships with companies to assist with resource information.

Mr. Clark provided a summary of the following.

- MCWDB 2021 Restructuring Plan
- MCWDB staff's Chamber engagement
- Social Media Development & Engagement
- Strategic Plan Development
- Mobile Career Center (MCC)

Mr. Tafoya concurred that the 2021 Restructuring Plan was a vital priority for the Board and suggested the following priorities.

- Continuing to keep the MCWDB informed.
- Job Center site visits
- Provide staff updates when possible

- iii. What challenges / obstacles do you see?
- iv. How can this Committee best integrate and align with the Youth and the Marketing & Communications Committees?

Mr. Clark summarized the discussion with the following points.

- Find connections of interest for the Committees
- Organize Job Center site visits (possibly in the spring)
- Encourage staff to attend MCWDB Board and Committee meetings

- b. Alignment and Action Plan for Areas of Focus
 - i. Alignment on core issues
 - ii. Action planning and next steps

Call to the Public.

Chairman McGuire made a call for public comment. No one spoke.

Adjourn.

Chairman McGuire adjourned the meeting at 10:27 a.m.

**For additional information, contact MCWDB staff at: MCWDB@maricopa.gov*



Information/Discussion Only.

New Strategist Employer Outreach Priorities



MARICOPA COUNTY JOB DESCRIPTION

Healthcare Careers Pathway Strategist

MARKET RANGE TITLE: Special Projects Manager

DEPARTMENT: Assistant County Manager's Office

DIVISION: Workforce Development Board

FLSA STATUS: Exempt

CLASSIFIED/UNCLASSIFIED: Unclassified

POSITION NUMBER: TBD

JOB CODE: TBD

POSITION OVERVIEW

About the Position

Are you an innovative individual that seeks a challenging opportunity to improve the healthcare services in Maricopa County? Then join our team as the Healthcare Careers Pathway Strategist and to address the healthcare labor shortages in Maricopa County. The Healthcare Careers Pathway Strategist will seek out and partner with public, private, and community-based entities to identify the barriers to healthcare careers, identify existing efforts to respond to these barriers, assess industry needs, and develop a comprehensive strategy to meet industry demands for healthcare personnel needs of Maricopa County. As the Healthcare Careers Pathway Strategist, you will facilitate a stakeholder group to reverse the healthcare labor shortages, and in turn, ensures quality healthcare services are available to all Maricopa County residents.

About the Office of the Workforce Development Board

The Maricopa County Workforce Development Board assists the Board of Supervisors in strategic planning, oversight, and evaluation of the local workforce development area. As County leaders, we represent various individuals, businesses, and organizations throughout the local area. We serve as a strategic convener to promote and broker effective relationships between the County and economic, education, and workforce partners. The Workforce Development Board maintains strategic and strong relationships with business organizations, chambers of commerce, labor and trade associations, education providers, and others as needed or required.

POSITION QUALIFICATIONS

We recognize your time is valuable, so please apply if you meet the following required qualifications.

Education

- Bachelor's degree in a healthcare-related field, business administration, public administration, or related area

Experience

- Four years of related professional administrative experience managing projects and conducting complex research and analysis
- Three years of professional experience in a healthcare-related setting

Combined education and experience qualifications

- A combination of post-secondary education and/or job-related experience may substitute for the minimum qualifications on a year-for-year basis

Our Preferred Candidate has

- Experience in healthcare human resources and/or workforce initiatives
- Experience in facilitating and convening stakeholder groups

- Proficiency in project management
- Excellent analytical skills and creative problem-solving skills
- Experience navigating government entities

ESSENTIAL JOB TASKS

The tasks listed are a representation and not an all-inclusive list of essential job tasks for this position.

- Assess and inventory Maricopa County healthcare industry needs and healthcare education and training programs, including identifying gaps
- Works with all stakeholders in healthcare to identify existing and develop new career pathways to alleviate labor shortages
- Develops partnerships, promotes teamwork, and coordinates implementation plans with employers, educators, community-based organizations, public entities, and other stakeholders in the local healthcare industry
- Develops short and long-term recommendations to address gaps to meet industry needs
- Informs the Maricopa County Workforce Development Board (MCWDB) about possible career paths, including identifying impacts and concerns
- Creates and manages project plans and completes project materials and deliverables in a timely manner
- Ensures the accuracy of all work related to the development and implementation of healthcare-related workforce strategies
- Facilitates stakeholder involvement and collaboration needed to recommend feasible policies among private providers, business partners, educational and training institutions, and other government agencies
- Works in partnership with the Maricopa County Human Services Department Workforce Development Division to develop strategies to address the healthcare needs, including but not limited to job fairs, job training, and funding of apprenticeship programs
- Identify existing local efforts in healthcare career pathways and identify ways to maximize those relationships
- Serves as a resource for MCWDB members and staff regarding healthcare pathway trends in Maricopa County, the State of Arizona, and on a nationally

Working Conditions

- Work is performed in an office environment and requires long periods of sitting, reading, and typing
- May require travel to program sites
- Must be able to occasionally travel for day and overnight trips for training and conferences
- Must possess or have the ability to obtain a valid Arizona driver's license at the time of hire
- Must complete background check and fingerprint identification upon hire to successfully secure and maintain a Level 1 DPS Fingerprint Clearance Card.

SELECTION PROCEDURE

The Maricopa County Human Resources Department reserves the right to admit to the selection process only those candidates considered to be the most highly qualified. Those selected will be assessed based on the evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by Human Resources.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a safety sensitive position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Maricopa County is an EEO/ADA Reasonable Accommodation Employer.

Attention Current Maricopa County Employees: As of 1/1/2022, the Judicial Branch of Arizona in Maricopa County will formalize themselves as a separate entity and employer from Maricopa County. To learn more about how that may affect you, please click [here](#).



MARICOPA COUNTY JOB DESCRIPTION

In-Demand Careers Pathway Strategist

MARKET RANGE TITLE: Special Projects Manager

DEPARTMENT: Assistant County Manager's Office

DIVISION: Workforce Development Board

FLSA STATUS: Exempt

CLASSIFIED/UNCLASSIFIED: Unclassified

POSITION NUMBER: TBD

JOB CODE: TBD

POSITION OVERVIEW

About the Position

Are you an innovative individual that seeks a challenging opportunity to improve the labor shortage in Maricopa County? Then join our team as the In-Demand Careers Pathway Strategist and address the labor shortages in the most in-demand careers in Maricopa County. The In-Demand Careers Pathway Strategist will seek out and partner with public, private, and community-based entities to identify the barriers to the in-demand careers, identify existing efforts to respond to these barriers, assess industry needs, and develop a comprehensive strategy to meet industry demands for personnel needs of Maricopa County. As the In-Demand Careers Pathway Strategist, you will facilitate stakeholder groups to reverse the labor shortages, and in turn, improve the quality of life for Maricopa County residents and businesses.

About the Office of the Workforce Development Board

The Maricopa County Workforce Development Board assists the Board of Supervisors in strategic planning, oversight, and evaluation of the local workforce development area. As County leaders, we represent various individuals, businesses, and organizations throughout the local area. We serve as a strategic convener to promote and broker effective relationships between the County and economic, education, and workforce partners. The Workforce Development Board maintains strategic and strong relationships with business organizations, chambers of commerce, labor and trade associations, education providers, and others as needed or required.

POSITION QUALIFICATIONS

We recognize your time is valuable, so please apply if you meet the following required qualifications.

Education

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or related area

Experience

- Four years of related professional administrative experience managing projects and conducting complex research and analysis
- Three years of professional experience in a strategic level environment

Combined education and experience qualifications

- A combination of post-secondary education and/or job-related experience may substitute for the minimum qualifications on a year-for-year basis

Our Preferred Candidate has

- Experience in human resources and/or workforce initiatives

- Experience in facilitating and convening stakeholder groups
- Proficiency in project management
- Excellent analytical skills and creative problem-solving skills
- Experience navigating government entities

ESSENTIAL JOB TASKS

The tasks listed are a representation and not an all-inclusive list of essential job tasks for this position.

- Assess and inventory Maricopa County the in-demand industry needs and education and training programs, including identifying gaps
- Works with all stakeholders in the in-demand industries to identify existing and develop new career pathways to alleviate labor shortages
- Develops partnerships, promotes teamwork and coordinates implementation plans with employers, educators, community-based organizations, public entities, and other stakeholders in the local in-demand areas
- Develops short and long-term recommendations to address gaps to meet industry needs
- Informs the Maricopa County Workforce Development Board (MCWDB) about possible career paths, including identifying impacts and concerns
- Creates and manages project plans and completes project materials and deliverables on time
- Ensures the accuracy of all work related to the development and implementation of workforce strategies
- Facilitates stakeholder involvement and collaboration needed to recommend feasible policies among private providers, business partners, educational and training institutions, and other government agencies
- Works in partnership with the Maricopa County Human Services Department Workforce Development Division to develop strategies to address the workforce development needs, including but not limited to job fairs, job training, and funding of apprenticeship programs
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