



Dear Community Partner,

The Alameda County Workforce Development Board (ACWDB) is currently recruiting for a **Workforce Board System Administrator** to join our dynamic team. I wanted to reach out to you to see if you knew of anyone to refer or nominate for this position.

The Workforce Board System Administrator is responsible for analyzing, updating and maintaining the ACWDB's Management Information System (MIS). The Workforce Board System Administrator gathers requirements, defines problems and recommends solutions, writes and identifies database design specifications, and modifies existing information and reporting systems. The Workforce Board System Administrator will use those systems to develop and deliver data and reports to federal, state and local funders, governing boards and administrators, program service providers, and workforce systems partners. Additionally, the Workforce Board System Administrator will supervise a small staff of paraprofessionals.

The yearly salary for this position will range from \$78,104.00 to \$104,686.40. Furthermore, Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. Alameda County also sponsors many different employee discount, fitness and health screening programs focused on overall well-being. Additional information can be found at this website: <https://www.jobaps.com/alameda> or by contacting Ione Bell, Human Resources Analyst II at (510) 272-6456.

I'm certain you know of others who would appreciate knowing of this excellent opportunity and I would appreciate you forwarding this information to them. In addition, please feel free to contact me if you have any questions or referrals. My contact information is provided below. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Patti Castro". The signature is written in a cursive, flowing style.

Patti Castro,
Director