

Scope of Work 2021-2022: Regional Organizer

**Background:**

In 2016, each of the Regional Planning Units (RPUs) and Local Workforce Development Boards (LWDBs) worked collaboratively to hire/designate a Regional Organizer (RO) and a Regional Training Coordinator (RTC) to assist with the development of the Regional Plan. In 2017, each RPU received additional funding to begin the implementation of the approved Regional Plans and to expand on professional development and capacity building efforts for staff and partners in the region through March 2019. Beginning of April 2021, each RPU continues to receive additional funding that allows the ROs to continue their work with regional implementation, coordinating staff’s professional development, and capacity building efforts.

**The 2021 augmented RO Funds may be used to support the following:**

1. Current salary for RO staff, based on the **Scope of Work** provided below;
2. Travel, equipment, and expenses associated with regional training meetings, statewide training meetings, and implementation of the RPUs’ Regional Training Plan
3. Travel and registration for conferences for the purpose of providing professional development and capacity building for staff and partners
4. Tuition for professional development programs or courses
5. Facilities, logistics, audio/visual for training
6. Physical accommodation to improve accessibility for trainers and trainees
7. Subscriptions and licenses for virtual (software or on-line) capacity building, professional development, and training
8. Administrative costs

**Scope of Work – Regional Organizer:**

Regional Organizers assist in building momentum and strengthening regional leadership by identifying and enhancing partnerships with industry, education, and workforce development leaders, by strategically maintaining ongoing collaborations to accomplish regional goals and enhancing communication between regions and the state.

The ROs are accountable to the LWDB Directors, who are ultimately responsible for the implementation of their Regional Plan. In addition, ROs work with the California Workforce Development Board (CWDB) staff, regional workforce leadership, the state’s RO coordinator and the Technical Assistance (TA) provider(s) selected by the CWDB. Each RPU determines their RO priorities for the region.

Examples of these RO priorities are:

1. Act as the liaison between the LWDBs and partners in the region, including, but not limited to:
   1. Enhancing communication between the CWDB, regional leaders, and LWDB Directors - liaison for Regional Plan Implementation
   2. Acting as the communication pipeline between the LWDB directors and regional workforce leadership; including scheduling and coordinating meetings between the LWDB(s) in the region
   3. Assisting and connecting LWDB directors, LWDB board members, CWDB staff, Technical Assistance providers, and evaluators with regional partners to assist in identifying regional opportunities and overcoming challenges, barriers, and policy obstacles.
2. Support ongoing dialogue between labor, business, education, community, economic development, and all partners throughout the public workforce system in an effort to encourage alignment and promote services to individuals with barriers to employment.
3. Support implementation of the region‘s Regional Plan and assess/track progress towards achieving indicators of regional coordination and alignment.
4. Identify and share promising practices and successful convening efforts that link policy and practice.
5. Assess, implement, and request modifications/updates to current RPU Regional Training Plans as deemed necessary by the RPU’s Local Boards.
6. Continue soliciting, researching, and conducting logistical coordination to implement RPUs Regional Training Plan in coordination with:
   1. California Workforce Association for California Training Initiative (CTI) Training
   2. Department of Rehabilitation
   3. Employment Development Department Capacity Building Unit for EDD Catalog
   4. Employment Development Department Disability Employment and Coordination Unit for Disability Employment Training
   5. California Workforce Development Board
7. Ensure that training participants complete evaluations and submit evaluation summary or copies of the evaluations to the training provider and the state-level training partner responsible for conducting the training.
8. Identify and share related and relevant state and federal grant projects that should be aligned/coordinated with the regional effort.
9. Communicate and participate in a minimum of two statewide meetings per year.
10. Communicate and participate in meetings with LWDBs and partners to keep them informed about current regional initiatives by sharing challenges, barriers, successes, and lessons learned.
11. Provide advice to the State on tools that will assist RTCs, to measure the effectiveness of the Regional/statewide trainings and efforts to implement technical assistance
12. Work with Regional Training Coordinators, regional coalitions, professional development partners, and the CWDB to build capacity of LWDB staff and partners.
13. Receive and review regional initiative quarterly reports, ensure report(s) are shared with LWDB directors and project leads, and complete and submit reports to the CWDB by the designated due date.

**RPU Fiscal Agent Responsibilities:**

1. Act as fiscal agent, including: accepting funds; allocating funds as directed by the Regional Plan or regional agreement; ensuring that all Local Workforce Area (LWA) sub-recipients in the RPU who receive funding agree to report all regional expenditures; and completing fiscal and programmatic reporting.
2. Notify the state of any decision to change the fiscal agent for the RPU and provide evidence of approval by a majority of the LWDBs in the RPU.
3. Compile and submit reports of activities, expenditures, status of cash and closeout information by specific dates as prescribed by the state. Maintain fiscal reporting exhibits and initiate modification requests as needed.
4. Coordinate efforts to align regional investments (Regional Organizer, Regional Training Coordinator, SlingShot, Strong Workforce, Adult Education Block Grant and Career Pathways Trust, etc.).
5. Advise the CWDB and EDD Regional Advisors (RAs) if current regional projects will be serving participants for assistance with CalJOBSSM:
   1. Set up CalJOBSSM participant codes to enter services to additional populations other than eligible adults (i.e. Dislocated Workers, Veterans, Youth, etc.)
   2. To obtain access to CalJOBSSM participant codes for new staff.
   3. Schedule CalJOBSSM training, if needed for new staff working on regional initiatives, with RTC and/or EDD Capacity Building Unit.

**Outcomes:**

The desired outcomes for the RO and SlingShot/RPI investments is to make progress towards achieving the indicators of regional coordination and alignment, as outlined in the Local/Regional Plan Modification Guidance. Priority outcomes include:

1. Development of enhanced uniform approach to business engagement and regional outreach to employers in priority regional industries, resulting in creation of sector committees and/or councils that act as regional industry decision makers guiding the development of high road sector strategies, industry-recognized credentials, and apprenticeship programs.
2. Development of regional partnerships with community colleges, employers and “supply-side” decision makers to align policies and funding to promote career pathways, enhance service delivery strategies, and promote regional equity and recovery.
3. Ensure that individuals with barriers to employment enter and successfully complete regional career pathway programs and attain employment in priority industry sectors that provide income mobility.