



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures

Workforce Analytics Manager

The Louisiana Community and Technical College System (LCTCS) invites applications for the position of Workforce Analytics Manager with FastStart, Louisiana Economic Development. This position is located in Baton Rouge and reports to the Director of Workforce Initiatives, LED FastStart.

Position Summary:

LED FastStart, Louisiana Economic Development's single-source, workforce solutions provider is building a world-class team to support Louisiana's workforce for new and expanding companies. Our primary focus is to assist companies in selection and training. We work with each company and develop and deliver customized training programs for their processes. We are in partnership with the Louisiana Community and Technical College System (LCTCS) and Louisiana Workforce Commission (LWC). Our curriculum will be delivered during pre and post-employment and enable the company to launch a new operation or to expand an existing operation. Our commitment to our customers is a 24/7 responsiveness through value added training materials and programs.

The Workforce Analytics Manager will serve as LED's primary point of contact for workforce analytics requests and workforce policy research and action; a support for all federal, state, and regional workforce development collaborations and initiatives, and the lead on LED's advanced workforce modeling efforts. In communicating research findings, the Workforce Analytics Manager must have excellent verbal and written communication skills, creative problem solving, and flexibility. The ideal candidate is highly responsive, self-motivated, and eager to learn about the design and execution of workforce analytics and research, and must be committed to developing concrete, actionable data analyses within the context of driving systemic change in the Louisiana workforce landscape. Must be able to work effectively in a high-performance, results-driven environment.

Deliver professional workforce analytics reports for all LED divisions

The Workforce Analytics Manager will direct the analysis of workforce data and production of reports and presentations to support LED's business recruitment, expansion and retention activities. The Workforce Analytics Manager will use existing tools and databases to identify solutions to workforce data needs and to produce professional-quality prospectuses, presentations, and other communications materials to illustrate Louisiana's value proposition. The Workforce Analytics Manager may also occasionally provide information to fulfill information requests from LED FastStart Project Managers, Regional Economic Development Organizations (REDOs), and other workforce initiatives. The incumbent works closely with other LED departments to gather, interpret, and package data in response to requests from external and internal clients in a timely manner.

Conduct advanced workforce modeling efforts

The Workforce Analytics Manager will provide leadership for LED FastStart's advanced workforce modeling efforts with strategic guidance from the Director of Workforce Initiatives. These models require advanced statistical knowledge. Models incorporate existing workforce, anticipated new workforce from various channels, and sophisticated demand projections. Finalized models produce future scenarios illustrating results of workforce initiatives, policy changes, and economic development activity.

The Manager will also support the Director of Workforce Initiatives' contribution to the Occupational Forecasting Conference, the Industry-Based Certification (IBC) process, and other collaborations, as they arise.

Execute research to inform LED's strategic approach to workforce initiatives and to support LED's workforce development collaborations

The Workforce Analytics Manager will provide leadership in the design of research to answer questions that support the Director of Workforce Initiatives' strategic approach to workforce development in the state of Louisiana, including but not limited to collaborations and initiatives through the Workforce Cabinet, the Workforce Investment Council, the Workforce Investment for a Stronger Economy Council, the Board of Regents, Louisiana JumpStart Career Education, LCTCS, and LED FastStart's C4 programs.

This work requires familiarity with state and federal government data sets; research design; and scaling and managing research efforts and expectations to meet required timelines and deadlines; and professional presentation techniques. As part of this work, the Workforce Analytics Manager will be required to solicit input from internal and external stakeholders; incorporate feedback, where appropriate, into the research design; communicate and defend research and model design choices to internal and external audiences; and execute research.

- Examples of quantitative research tasks include analyses and presentation of secondary data using statistical software packages or Excel
- Examples of qualitative research tasks include assisting in the design, execution, organization, collection, and compilation of data through interviews, focus groups, and surveys; conducting literature reviews and succinctly summarizing pertinent findings; surveying best practices nationally and globally and analyzing their applicability to state and department interests; and drafting policy positions and guidelines relative to state and departmental priorities
- Examples of data management tasks include scrutiny of the integrity of data sources, data downloading, data cleaning, investigation of missing data, and producing summary statistics and statistical analyses

Achieve action towards policy goals by engaging stakeholders in state workforce strategies

The Workforce Analytics Manager will be expected to quickly learn and navigate the workforce development decision-making networks of state, regional, and local communities. The incumbent should have the ability to also quickly master and analyze complex public problems and proposed policy solutions. The incumbent should feel comfortable leveraging research findings to design and execute strategies to achieve policy solutions.

Craft executive messaging

The Workforce Analytics Manager will support the Director of Workforce Initiatives in crafting messages for external audiences and strategically planning LED's participation in workforce development initiatives and research. This work involves collaborating with department and agency leadership to generate

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talking points, to respond to media requests, to create keynote presentations, to coordinate with marketing efforts, and to help formulate and implement policies consistent with LED's vision.

The Workforce Analytics Manager will collaborate extensively with internal and external creative teams, business analysts, business developers and educational program developers. Excellent verbal and written communication skills, creative problem solving and flexibility are required. Strong editing skills and substantive editing experience is desirable.

Engage in teamwork and a high-performance culture

The Workforce Analytics Manager will create a work environment that motivates others to perform to the best of their abilities and encourages intellectual curiosity and outstanding performance.

LED FastStart training programs are offered to client companies on a 24/7 basis. The incumbent may be required to travel throughout Louisiana and occasionally travel outside of Louisiana and the United States.

Examples of Duties:

- Modeling and workforce analytics and reporting
- Policy research and analysis
- Building and sustaining multi-stakeholder workforce development collaborations
- Government affairs
- Professional communication
- Report writing and presentations for executives and public audiences
- Team research, writing, and editing
- Other duties, as assigned

Minimum Qualifications:

- Bachelor's or master's degree in economics, statistics, sociology, demography, public policy, political science, or other related field with related coursework or on-the-job training in statistics .
- 2-5 years of work experience and a desire to learn advanced Excel, statistical software programming, and research methods.

Physical & Environmental Requirements:

- Ability to multi-task and coordinate activities to ensure timely delivery of work product.
- Ability to travel and drive own or other vehicle to various locations as needed.
- Ability to carry up to 20 pounds on an as needed basis.

Additional Requirements:

A valid Louisiana Driver's License
Proof of motor vehicle insurance

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Compensation:

Compensation will be commensurate with education and work experience.

Application Instructions:

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to:

Human Resources Specialist
Louisiana Community and Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806

or via email to employment@lctcs.edu.

Applications will be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu. LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.