

Application Link: <https://www.azstatejobs.gov/jobs/migrant-seasonal-farm-worker-workforce-supervisor-yuma-arizona-united-states>

MIGRANT SEASONAL FARM WORKER WORKFORCE SUPERVISOR

- 502430
- YUMA
- DEPT OF ECONOMIC SECURITY
- Full-time

DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona.

DES works with families, community organizations, advocates and state and federal partners to realize our collective vision that every child, adult, and family in Arizona will be safe and economically secure.

DES serves more than 3 million Arizonans Our Mission is to make Arizona stronger by helping Arizonans reach their full potential through temporary assistance for those in need, and care for the vulnerable.

MIGRANT SEASONAL FARM WORKER WORKFORCE SUPERVISOR

Workforce Development Administration

Job Location:

Address: 2826 West 16th Street, Yuma, Arizona 85364

Posting Details:

Salary: \$45,427.20

Grade: 18

Closing Date: Open until a sufficient amount of resumes received

Job Summary:

Would you like to be part of an amazing culture that helps Arizonans reach their full potential through temporary assistance? The Arizona Department of Economic Security (DES) is looking for individuals that are committed to service, community, and teamwork.

The Department of Economic Security, Division of Employment and Rehabilitation Services (DERS) performs an integral role in improving Arizona's workforce by assisting individuals who are unemployed or underemployed, and those with barriers, to prepare for and obtain meaningful employment. DERS supports Arizona employers with recruitment assistance by connecting them to a skilled workforce.

We are seeking an experienced and highly motivated individual to join our team as a Migrant Seasonal Farm Worker Workforce Supervisor with the Workforce Development Administration (WDA). This position is responsible for supervising and evaluating the daily activities of staff in an independent, full-service employment service office; Monitoring the productivity and procedures to ensure Employment Service program that include, Trade Adjustment Assistance (TAA), Reemployment Services Program, Employer Relations, and Migrant Seasonal Farm Worker program are initiated and operated in compliance with Department of Labor, State and Administration rules, laws, and regulations, and mandated goals

Job Duties:

- Plan and coordinate daily work assignments.
- Provide direction and instructions to staff to ensure efficient operation of the

Employment Service programs

- Monitor and review staff performance engaged in delivering Employment Service (Labor Exchange) and Unemployment Insurance customer service. Maintain a smooth operation and ensure efficient work production
- Design and implement procedures to ensure office operations and employer services are effective and efficient to meet program goals. Confer with management to resolve issues
- Conduct staff meetings to disseminate information concerning program accomplishments and updates.
- Interpret rules, regulations, and policies, along with Equal Employment Opportunity and affirmative action mandates governing Department of Labor/DES programs
- Travel will be required to establish and maintain linkages with community-based organizations and Workforce Investment Act (WIA) partners. Deliver presentations to explain and promote employment service programs to community groups.
- Attend Chamber of Commerce Functions and collaborate with other workforce partner programs
- Collect data, compile, and submit reports and correspondence timely to Regional Program Manager
- Interview, select, and recommend individuals to fill positions in office and submit necessary paperwork for approval. Recommend disciplinary personnel action when appropriate. Write Employee performance evaluations

Knowledge, Skills & Abilities (KSAs):

- Knowledge of Department of Labor, DES, and Employment Administration laws, regulations, policies and procedures
- Knowledge of other DES programs and eligibility criteria
- Knowledge of labor market and of the Workforce Investment Act (WIA) partner

programs

- Knowledge of social, cultural, and economic conditions of the area(s) served and specialized program knowledge in relation to employment and training
- Knowledge of the employer community and workforce needs, special needs to minority groups and disadvantaged persons
- Supervisory skills to include leadership skills, researching and interpreting Federal and State labor laws, statutes, rules, regulations, and guidelines applicable to area of assignment
- Skills in interpersonal, written, and verbal communication
- Skills in public speaking
- Ability to access, review, and interpret database information and formulate plan for improvement

Selective Preference(s):

- The ideal/preferred candidate will have at least four (4) years of public contact or customer service work experience which includes one (1) year of interviewing, evaluating, and determining eligibility.
- College level courses applicable toward business administration and management or closely related field preferred.

Pre-Employment Requirements:

- High School Diploma or Equivalent
- Successfully complete the Electronic Employment Eligibility Verification Program (E-Verify), applicable to all newly hired State employees.
- Successfully pass background and reference checks; employment is contingent upon completion of the above-mentioned process and the agency's ability to reasonably accommodate any restrictions.
- The position will require a current, valid Arizona Driver's License. Travel may be

required for State business. Employees who drive on state business must complete any required driver training (see Arizona Administrative Code R2-10-207.12.) and have an acceptable driving record in accordance with DES Fleet Management-Safety Program policy and procedures (DES 1-07-26 & DES 1-07-26-01). Employees may be required to use their own transportation as well as maintaining valid motor vehicle insurance and current Arizona vehicle registration; however, mileage will be reimbursed.

- Candidates for this position shall be subject to a search of both the Child Protective Services Central Registry pursuant to A.R.S. 8-804 and the Adult Protective Services Registry pursuant to A.R.S. 46-459.
- Candidate shall have or meet the requirements to obtain prior to their first day of employment, a valid Level One Arizona fingerprint clearance card issued pursuant to Arizona Revised Statute 41-1758.07 in order to work with children and vulnerable adults.

Benefits:

We offer a competitive benefits package that is unmatched by the private sector and a culture that encourages team success and advocates for personal advancement.

- Affordable Health, Dental, Vision and Life and Disability Insurance
- 10 holidays per year
- Paid Vacation and Sick time off - start earning it your 1st day
- Eligible to participate in the Public Service Loan Forgiveness Program (must meet qualifications)
- Contribute to, and participate in the Arizona State Retirement System
- Ride Share and Public Transit Subsidy
- Career Advancement Opportunities

- Tuition reimbursement
- Opportunity to work remotely (home office) on an ad-hoc basis

For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#)

Retirement:

State employees are required to participate in the Arizona State Retirement System (ASRS), the State sponsored retirement contribution plan and the Long-Term Disability (LTD) program after a 27-week waiting period. The ASRS defined benefit plan provides for life-long income upon retirement. You will also have the option to participate in a voluntary deferred compensation program to take advantage of tax-deferred retirement investments.

On, or shortly after, your first day of work, you will be provided with additional information about the available insurance plans, enrollment instructions, submission deadlines and effective dates.

Contact Us:

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting 480) 392-3471 or email Sgillette@azdes.gov

Requests should be made as early as possible to allow time to arrange the accommodation. Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.