



VEC Chief Labor Market Information Strategist Job Description 2019-03-05

March 04, 2019

Serves as Assistant Economic Information Analytics (EIA) Director and Chief Strategist and Program Manager of Labor Market Information (LMI) and Bureau of Labor Statistics (BLS) Programs. As the Chief, provides technical supervision of programs, staff, and administrative functions; oversees production, analysis and dissemination of LMI and BLS information, products, publications, reports, and surveys in cooperation with the BLS and other federal agencies; ensures appropriate technical assistance and responses to data requests are provided to other units within the Virginia Employment Commission (VEC), other state agencies, private sector businesses, educational institutions, and the general public; ensures related website areas are functional and up-to-date; and ensures activities comply with applicable requirements. Manages customized data share agreements; serves as liaison for complex customized IT originated reports and projects; oversees production of reports in various media; and initiates program maintenance, development, and enhancement requests. Responds to complex data and information requests; interprets economic and demographic data; serves on various committees and task forces; provides outreach to One Stops and Local Workforce Development Boards; and conducts formal training and presentations. As the EIA Assistant Director, contributes to continuous development of new and enhanced products and services that meet business needs; assists with budget development and execution, contracts, human resources, grants management and reporting, and strategic management; serves as designee to Director; provides input on policy development and implementation; and serves as legislative liaison, reviewing legislative and programmatic changes and making recommendations to address.

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