



Government Reporting and Accountability Specialist

Job Summary:

Coordinates all Chicago Cook Workforce Partnership reporting requirements to our Chief Elected Officials at the City of Chicago and Cook County, as well as to the State of Illinois. Manages the organization's compliance with the City, County, and State agreements. Compiles data and information from across The Partnership's departments and programs to create regular reports on organizational and programmatic activities and outcomes. Engages a broad array of stakeholders, policy makers, federal, state and local agencies to ensure effective implementation of the Workforce Innovation and Opportunity Act's (WIOA's) governance requirements.

Responsibilities:

- Work with members of the Leadership Team, the Government Relations and Engagement Liaison, and staff from government offices to understand the requirements of the organization's bylaws and various funding agreements.
- Create calendars of reports and deadlines, shared with appropriate staff across the organization.
- Design and document process of gathering appropriate data and information.
- Assist the local chief elected officials (the President of the Cook County Board of Commissioners and the Mayor of Chicago) or their designees, and the Chief Executive Officer of The Partnership, in adhering to State and Federal compliance guidelines and executing the duties per WIOA.
- Create templates for regular reports. Maintain the State of Illinois' Local Workforce Area Contact System (LWACs) for all Workforce Innovation Board and staff and agency contacts.
- Work with the IT and Programs unit to automate data collection where possible.
- Prepare reports for Partnership CEO review and approval.
- Work with Government Relations and Engagement Liaison to deliver reports to government representatives, and responds to resulting requests for clarification, information, data, or policy guidance.
- Perform all related duties and responsibilities as assigned.



Required Skills:

- Excellent verbal and written communication skills.
- Skilled at MS Excel spreadsheets and formulas.
- Well versed in MS Power Point for presentations.
- Attention to detail and strong organizational abilities.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a fast-paced and at times stressful environment.
- Ability to handle sensitive information and maintain a high standard of confidentiality.

Education and Experience:

- Bachelor's degree in business administration, Public Policy, or a related field
- Professional administrative experience required
- Workforce development experience preferred

Physical Requirements:

- Frequently required to utilize hand and finger dexterity using a keyboard
- Frequently required to talk or hear