



**The City of Atlanta**  
**Commissioner**  
**Department of Labor and Employment Services**  
**Atlanta, GA**

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The City of Atlanta is seeking a leader who is experienced in the principles and practices of workforce development and knowledgeable of Georgia and federal labor laws related to employment to serve as the Commissioner of the new Department of Labor and Employment Services.

## **THE ORGANIZATION**

In October 2022, Atlanta Mayor Andre Dickens announced significant investments in local workforce development and training through the establishment of the Atlanta Department of Labor and Employment Services, effective July 1, 2023. The City also launched the Mayor's Summer Youth Employment Program (SYEP) with the goal of providing young people between the ages of 14 and 24 with opportunities to explore career interests and build work-related skills.

Building on these initiatives – and funded through federal funding allocated to the City via the Workforce Innovation and Opportunity Act (WIOA), the American Rescue Plan Act (ARPA), and workforce development funds set aside through community benefits agreements and the City's general fund – the Atlanta Department of Labor and Employment Services (the Department) has been established to expand resources for employment, customized training and fair labor practices, and provide comprehensive employment and training services programs throughout the City of Atlanta. The Department will oversee the City's labor and innovation work, WorkSource Atlanta, the Local Workforce Development Board (LWDB), and youth employment services and will help to coordinate work with the Department of Human Resources and labor unions representing City employees.

## **THE POSITION**

As one of the key officials of the City of Atlanta, the Commissioner is delegated authority and assigned responsibility for administering employment services related programs within the City of Atlanta, encompassing such ongoing programs as Apprenticeship, Employment Services, Summer Youth Employment and managing the Eligible Training Providers List, On the Job Training, and other special and customized programs.

The Commissioner will serve as a member of the cabinet and at the very broad direction of the Chief of Staff, who provides policy guidance and makes assignments in terms of general objectives and priorities, in consultation with the Commissioner.

Specifically, the Commissioner will perform the following essential functions:

### **Internal and external interface**

- Serves as a primary point of contact regarding City of Atlanta labor and employment programs and activities with Federal agencies, local government agencies, employers, labor unions, professional organizations, and other groups providing labor relations program support – regularly interfacing with the Mayor, members of the Mayor’s Cabinet, City Council, LWDB, and the Department of Labor's regional and national offices on matters related to workforce development and maintaining effective public relations.

### **Policies and guidelines**

- Develops and implements plans, policies and guidelines for the efficient operation of a comprehensive employment services program based on the employment needs of the community. Formulates, develops and implements labor policies, plans and programs; promotes, coordinates and executes related policy, plans and programs; and administers laws pertaining to labor programs and activities.
- Interprets department policies, standards and program guidelines relating to overall goals and objectives. Ensures that the Atlanta Department of Labor and Employment Services' plans are executed with appropriate Federal and State Government agencies and departments.

### **Data collection and analysis**

- Ensures the establishment of a city-wide data collection and data management system pertaining to employment services programs and activities necessary to evaluate the effectiveness and efficiency of employment services programs and activities.
- Provides for appropriate research, field surveys, neighborhood planning and management studies relating to programs and activities; reviews, analyzes and evaluates the effectiveness and efficiency with which programs, projects, and activities meet specified goals and objectives. Makes appropriate adjustments in priorities, plans, policies, etc., as deemed necessary.

### **Efficiency improvements**

- Effects internal changes in relationships, authorities and assignments to improve efficiency of operations and recommends, presents and justifies the establishment and/or revision of organizational structure and policies to ensure effective, efficient and coordinated operations.

### **Staff direction and development**

- Provides guidance, leadership and direction to subordinate offices and administrations, which include major line organizational components and staff operating units. The line components are: Employment and Training Administration, Administrative Operations, Labor Standards, Public Information and Staff Development Services, Compliance and Independent Monitoring, Policy, Legislative and Statistical Analysis, Customer Relations, and Special Projects.
- Evaluates performance, capabilities and potential of staff members and advises them on their prospects for assumption of broader, higher-level assignments along with examining from a cost-benefit standpoint, proposed reorganizations and staffing plans for the agency, and considers appropriate responses taking into account other program priorities and objectives, overall servicing implications and the potential for achievement of preferred alternatives within contemporary budgetary and political contexts.

Requirements for the position of Commissioner include:

- Bachelor's degree in public policy, business, urban planning, economics, or any related field. An advanced degree is desired.
- 8 - 10 years of Managerial/Supervisory experience is required. Executive experience is desired.

The exceptionally qualified candidate will possess mastery in the following areas:

- State and federal laws, rules, codes, and regulations governing employment/unemployment benefits programs and services; local/national legislative agendas and initiatives that impact workforce development; and the Workforce Innovation and Opportunity Act and accompanying regulations.
- Workforce development methods, practices, techniques and principles, strategic planning, program development, and program evaluation; regional trends in the labor market and use of labor market information, including factors affecting labor supply and demand; state and federal employment and training legislation and regulation.

The exceptionally qualified candidate will also have demonstrated success in...

- Problem-solving, negotiation, strategic planning, program development and evaluation, and project management;
- Applying analytical and evaluative methods and techniques to conduct in-depth research of policy issues, program/operations, and project issues;
- Complex issue analysis and preparing clear, in-depth reports of studies and recommendations; and
- Providing leadership in a management capacity and in a team-based environment, securing the support and cooperation of higher-level officials, civic and business leaders, organizations, and developers.

**TO APPLY**

The City of Atlanta is partnering with POLIHIRE to identify the Commissioner of the Department of Labor & Employment Services. If you are interested in this opportunity, please submit a cover letter outlining your qualifications and your resume to [Atlanta.Labor@polihire.com](mailto:Atlanta.Labor@polihire.com). Please include only your name (Last, First) in the subject line when submitting materials.