

PARTICIPANT PROFILE

- ◆ **Participant I.D. #:** 4
- ◆ **Participant Type:** JPA
- ◆ **Geographic Region:** Rural/Urban – Central CA
- ◆ **Number of Counties in Region:** 3
- ◆ **Annual Budget:** \$23.8 M
- ◆ **Organization Structure:** AE/SP
- ◆ **Amount of Special Funding:** \$100,000
- ◆ **Number of FTE's:** 206
- ◆ **Annual Amount Subcontracted:** \$10.2 M

◆ *AE = Administrative Entity; SP = Service Provider; N/A = Not Applicable;
U = Unavailable; FTE = Full Time Equivalent Employees*

POSITION SPECIFICATIONS

Participant Position Title: ETR Director **Annual Salary:** \$72,288 - \$88,248

NoRTEC Position Title: Executive Director

◆ Requires a degree in Business or Public Admin. or related field and 3 yrs. related experience. Primary responsibilities: grant applications; train, supervise staff, coordinate programs with other agencies; administer grants & programs.

Participant Position Title: Dep. Director of Admin. **Annual Salary:** \$61,320 - \$74,856

NoRTEC Position Title: Director of Fiscal Operations

◆ Requires a B.A. in Business or Public Admin. or related field and 3 yrs. of admin. experience in job training programs. Primary responsibilities: Direct accounting & admin. of programs; hire, train, supervise staff, evaluate programs; technical assistance; contract negotiations; grant applications; contract modifications; budget prep.

Participant Position Title: Dep. Dir. of Operations **Annual Salary:** \$61,320 - \$74,856

NoRTEC Position Title: Director of Program Operations

◆ Requires a B.A. in Business or Public Admin. or related field and 3 yrs. of admin. experience in job training programs. Primary responsibilities: Direct analytical & admin. of programs; hire, train, supervise staff, policies & procedures, monitor & evaluate programs, technical assistance; contract negotiations; grant applications.

Participant Position Title: Dep. Dir. Of Operations **Annual Salary:** \$61,320 - \$74,856

NoRTEC Position Title: Director of Program Services

◆ Requires a B.A. in Business or Public Admin. or related field and 3 yrs. of admin. experience in job training programs. Primary responsibilities: Direct analytical & admin. of programs; hire, train, supervise staff, policies & procedures, monitor & evaluate programs, technical assistance; contract negotiations; grant applications

Participant Position Title: Network Systems Admin. **Annual Salary:** \$58,920 - \$71,928

NoRTEC Position Title: Systems Administrator

◆ Requires 90 units in Computer Science or MIS; Primary Responsibilities: Develop, coordinate, troubleshoot, administer integrated systems. Evaluates hardware and software systems, designs, configures and centralizes data. Consults & advises departmental management. Researches & develops policies & procedures.

Participant Position Title: Sr. Office Services Specialist **Annual Salary:** \$30,660 - \$37,248

NoRTEC Position Title: Administrative Assistant

◆ Requires 3 yrs. of clerical admin. support experience, shorthand at 90 wpm, typing at 55 wpm and computer skills. Primary responsibilities: dictation; transcription; typing; reports; correspondence; data entry; mail processing, file maintenance; payroll; accounting; explain programs; multi-line phone system.