



## Roles and Responsibilities

### *Workforce and Talent Development Board*

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### 1. Planning and Priorities

Develop, implement, and modify the Workforce and Talent Development Board Strategic Plan biennially. The Strategic Plan provides vision, goals, and priorities for the workforce development system.	<b>Source:</b> WTDB Bylaws and others	<b>Implementer:</b> Board Staff	<b>Approval/Delegation:</b> Formal/Not Delegated	<b>Customer Impact:</b> High
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Develop, implement, and modify the Oregon Combined State Plan. The Combined Plan provides a strategic vision, goals, and descriptions of how the workforce development system will achieve the purposes of the Workforce Innovation and Opportunity Act. Additional elements required by state statute.	<b>Source:</b> CFR § 679.130(a)  ORS 660.324(8)(a)-(b)	<b>Implementer:</b> Board Staff	<b>Approval/Delegation:</b> Formal/Not Delegated	<b>Customer Impact:</b> Medium
Provide guidance and direction to local workforce development boards in the development of local workforce plans consistent with federal and state requirements. Assist the Governor in reviewing and approving local workforce plans.	<b>Source:</b> ORS 660.324(4)  ORS 660.324(2)(c)  WTDB Policy	<b>Implementer:</b> Board Staff	<b>Approval/Delegation:</b> Formal/Not Delegated	<b>Customer Impact:</b> High

## 2. Policy and Guidance

Review statewide policies, programs, and recommendations to align workforce development programs to support a comprehensive and streamlined workforce development system. The system includes	<b>Source:</b> CFR § 679.130(b)	<b>Implementer:</b> Many	<b>Approval/Delegation:</b> Varies	<b>Customer Impact:</b> Varies
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<a href="#">WorkSource Oregon</a> and other workforce development partners.				
Identify regions and designate local areas after consultation with local workforce development boards and chief elected officials working with the Governor. In Oregon, regions and local areas are the same (i.e. all local areas are regions and vice versa). Each region/local area is represented by a local workforce development board.	<b>Source:</b> CFR § 679.130(c)(5)  ORS 660.324(3)(b)  WTDB Policy	<b>Implementer:</b> In Transition  (OWI to Board)	<b>Approval/Delegation:</b> In Transition  (Delegated to Not Delegated)	<b>Customer Impact:</b> Low
Establish criteria for use by chiefly elected officials in local areas for appointments of members of the local boards in accordance with membership requirements working with the Governor. Additional elements required by state statute and WTDB Policy.	<b>Source:</b> CFR § 679.350  ORS 660.324(3)(a)  WTDB Policy	<b>Implementer:</b> In Transition  (OWI to Board)	<b>Approval/Delegation:</b> In Transition  (Delegated to Not Delegated)	<b>Customer Impact:</b> Low
Assist the Governor to develop and review statewide policies affecting the coordinated provision of services through the State's one-stop delivery system. <a href="#">WorkSource Oregon</a> is the one-stop delivery system.	<b>Source:</b> CFR § 679.130(f)  ORS 660.324(2)(g)	<b>Implementer:</b> In Transition  (OWI to Board)	<b>Approval/Delegation:</b> In Transition  (Delegated to Not Delegated)	<b>Customer Impact:</b> Medium



	WTDB Policy			
Develop strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiency in reporting on performance accountability measures.	<b>Source:</b> CFR § 679.130(g)  CFR § 679.130(h)	<b>Implementer:</b> Agency Directors  Local Board Directors	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> High
Develop strategies for technological improvements to facilitate accessibility to individuals with disabilities and individuals residing in remote areas.	<b>Source:</b> CFR § 679.130(g)	<b>Implementer:</b> OWI Staff	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> Medium
Consult with the Higher Education Coordinating Commission regarding the establishment of Rules related to the duties of the Higher Education Coordinating Commission.	<b>Source:</b> ORS 660.318(c)(4)	<b>Implementer:</b> In Transition	<b>Approval/Delegation:</b> In Transition	<b>Customer Impact:</b> Low
Develop allocation formulas for the distribution of funds to local workforce development boards for employment and training activities for adults and youth workforce investment activities in local areas.	<b>Source:</b> CFR § 679.130(i)  ORS 660.324(d)  WTDB Policy	<b>Implementer:</b> In Transition  (OWI to Board)	<b>Approval/Delegation:</b> In Transition  (Delegated to Not Delegated)	<b>Customer Impact:</b> Medium



Advise the Governor on matters pertaining to the use of Workforce Innovation and Opportunity Act funds for the workforce development system.	ORS 660.333	<b><u>Implementer:</u></b> OWI Staff	<b><u>Approval/Delegation:</u></b> Informal/Delegated	<b><u>Customer Impact:</u></b> High
Development of other policies may promote statewide objectives for and enhance the performance of the workforce development system in the State.	<b><u>Source:</u></b> CFR § 679.130(l)	<b><u>Implementer:</u></b> Board Staff	<b><u>Approval/Delegation:</u></b> Informal/Not Delegated	<b><u>Customer Impact:</u></b> Varies

### 3. Program and Service Strategies

Develop strategies to support career pathways. Career Pathways provide individuals with workforce investment activities, education, and supportive services to enter or retain employment.	<b><u>Source:</u></b> CFR § 679.130(c)(2)	<b><u>Implementer:</u></b> HECC Staff	<b><u>Approval/Delegation:</u></b> Informal/Delegated	<b><u>Customer Impact:</u></b> Medium
Develop and expand strategies to meet the needs of employers, workers, and job seekers particularly through industry or sector partnerships related to in-demand industry sectors and occupations.	<b><u>Source:</u></b> CFR § 679.130(c)(4)	<b><u>Implementer:</u></b> Local Boards HECC Staff	<b><u>Approval/Delegation:</u></b> Informal/Delegated	<b><u>Customer Impact:</u></b> High



Utilize sector partnerships to advise the development of career pathway programs for critical occupations in identified key industries in this state and ensure the coordination of education, economic development, business and workforce initiatives between key partners.	<b>Source:</b> ORS 660.324(7)(c)	<b>Implementer:</b> Many	<b>Approval/Delegation:</b> Varies	<b>Customer Impact:</b> Varies
Assist the Governor in Developing Oregon's workforce development system and ensuring timely consultation and collaboration with chief elected officials, local workforce development boards and other workforce partners.	<b>Source:</b> ORS 660.324(2)(a)-(b)	<b>Implementer:</b> Agency Directors  Local Board Directors	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> High
Collaborate with other advisory bodies also tasked with workforce development, including but not limited to the Oregon State Rehabilitation Council, the Commission for the Blind, the State Apprenticeship and Training Council and the Higher Education Coordinating Commission.	<b>Source:</b> ORS 660.324(6)(b)	<b>Implementer:</b> Board Staff	<b>Approval/Delegation:</b> Informal/Not Delegated	<b>Customer Impact:</b> Medium
Develop and implement a demand-driven, skills-based integrated workforce delivery	<b>Source:</b> ORS 660.346	<b>Implementer:</b> Agency Directors	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> High



system focused on skills and talent development working with the Higher Education Coordinating Commission and the Oregon Employment Department.		Local Board Directors		
Consult with the Higher Education Coordinating Commission to convene statewide industry consortia that represent the health care, manufacturing and technology industry sectors consistent with the requirements in state law.	<b>Source:</b> ORS 660.410(2)	<b>Implementer:</b> Future Ready Staff	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> Medium
Consult with the Higher Education Coordinating Commission in awarding grants through the statewide industry consortia.	<b>Source:</b> ORS 660.400(4)	<b>Implementer:</b> Future Ready Staff	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> High
Invest in the workforce development system innovation through the Workforce and Talent Development Board Strategic Innovation Grants (\$1 Million).	<b>Source:</b> WTDB Action (2018)	<b>Implementer:</b> Board Staff	<b>Approval/Delegation:</b> Formal/Not Delegated	<b>Customer Impact:</b> High

## 4. Research and Data

Develop the statewide workforce and labor	<b>Source:</b>	<b>Implementer:</b>	<b>Approval/Delegation:</b>	<b>Customer Impact:</b>
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market information system. The labor market information system is managed by the Oregon Employment Department.	CFR § 679.130(k)	Employment Department	Informal/Delegated	Medium
Assist the Governor in developing a statewide employment statistical system. The statewide employment statistics system is primarily managed by the Oregon Employment Department.	<b>Source:</b> ORS 660.324(2)(i)	<b>Implementer:</b> Employment Department and Others	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> Medium
Identify, convene, engage, and coordinate key industries in Oregon to determine needed skills, education, training, work experience, and job preparation and to determine challenges, opportunities, and alignment in developing, supporting, and growing relevant talent pipelines in collaboration with workforce development system partners.	<b>Source:</b> ORS 660.324(1)  ORS 660.324(7)(a)  ORS 660.324(7)(b)	<b>Implementer:</b> Many	<b>Approval/Delegation:</b> Varies	<b>Customer Impact:</b> Varies
Leverage and optimize existing measures and data systems to improve systems alignment and interagency communication.	<b>Source:</b> ORS 660.324(7)(d)	<b>Implementer:</b> Agency Directors & Local Board Directors	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> Medium
Produce the Oregon Talent Assessment biennially. The Talent Assessment presents	<b>Source:</b> WTDB Action	<b>Implementer:</b>	<b>Approval/Delegation:</b>	<b>Customer Impact:</b>





analysis and findings on Oregon's economic and workforce landscape, skills supply and demand, and the competitive position of Oregon's talent pool and workforce development system.	(2018)	Board Staff	Formal/Not Delegated	High
Manage and host the biennial Oregon Talent Summit. The summit brings together business, workforce, community-based organization, education, economic development and other leaders to learn about and discuss the implications of critical workforce shortages, education trends, challenges, and opportunities that shape, transform, and advance Oregon's economic competitiveness and equitable opportunities for prosperity.	<b>Source:</b> WTDB Action (2018)	<b>Implementer:</b> Board Staff	<b>Approval/Delegation:</b> Formal/Not Delegated	<b>Customer Impact:</b> High

## 5. Accountability and Reporting

Adopt and implement National Governor's High-Performing State Workforce Board Framework	<b>Source:</b> WTDB Action (2016)	<b>Implementer:</b> Board Staff	<b>Approval/Delegation:</b> Formal/Not Delegated	<b>Customer Impact:</b> High
Develop and update comprehensive State	<b>Source:</b>	<b>Implementer:</b>	<b>Approval/Delegation:</b>	<b>Customer Impact:</b>



performance and accountability measures to assess core program effectiveness.	CFR § 679.130(d)	OWI Staff	Informal/Delegated	High
Assist the Governor in preparing an annual report and submitting it to the United States Department of Labor.	<b>Source:</b> CFR § 679.130(j)  ORS 660.324(2)(j)	<b>Implementer:</b> OWI Staff	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> Low
Submit annual report to the Governor and legislature regarding the Workforce and Talent Development Plan.	<b>Source:</b> ORS 660.324(8)(c)	<b>Implementer:</b> Board Staff	<b>Approval/Delegation:</b> Informal/Not Delegated	<b>Customer Impact:</b> Medium
Assist the Governor in recommending the duties and responsibilities of state agencies to implement the federal Act, to avoid conflicts of interest and to capitalize on the experience developed by workforce partners.	<b>Source:</b> ORS 660.324(2)(f)	<b>Implementer:</b> Agency Directors	<b>Approval/Delegation:</b> Informal/Not Delegated	<b>Customer Impact:</b> Medium
Assist the Governor in providing for the development, accountability and continuous improvement of comprehensive workforce performance measures to assess the effectiveness of the workforce development activities in this state.	<b>Source:</b> ORS 660.324(2)(h)	<b>Implementer:</b> Agency Directors  Local Board Directors	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> High
Charter and enter performance compacts with	<b>Source:</b>	<b>Implementer:</b>	<b>Approval/Delegation:</b>	<b>Customer Impact:</b>



local workforce development boards.	ORS 660.324(5)	In Transition	In Transition	Low
Function as the primary advisory committee to the Employment Department in conjunction with the Employment Department Advisory Council.	<b>Source:</b> ORS 660.324(6)(a)	<b>Implementer:</b> In Transition	<b>Approval/Delegation:</b> In Transition	<b>Customer Impact:</b> Medium
Work with the Oregon Business Development Commission to identify areas of common interest to efficiently align resources, recommend common strategies, and provide accountability for reaching statewide goals.	<b>Source:</b> ORS 660.324(6)(c)	<b>Implementer:</b> In Transition	<b>Approval/Delegation:</b> In Transition	<b>Customer Impact:</b> Medium
Hold state workforce agencies and local workforce development boards accountable for meeting performance goals and system outcomes.	<b>Source:</b> ORS 660.324(6)(d)	<b>Implementer:</b> Agency Directors	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> High
Oversee the progress of the Prosperity 10,000 Program, ensure that program goals are met, and identify areas for program improvement working with the Continuous Improvement Committee.	<b>Source:</b> ORS 660.380(6)	<b>Implementer:</b> Board Staff	<b>Approval/Delegation:</b> Formal/Not Delegated	<b>Customer Impact:</b> Medium
Assess the performance and expenditure outcomes of the Future Ready Oregon	<b>Source:</b>	<b>Implementer:</b>	<b>Approval/Delegation:</b>	<b>Customer Impact:</b>



programs working with the Higher Education Coordinating Commission and others consistent with the requirements in state law.	ORS 660.415	HECC Staff	Informal/Delegated	Low
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## 6. Continuous Improvement

Identify barriers and means for removing them to better coordinate, align, and avoid duplication among programs and activities in the workforce development system.	<b>Source:</b> CFR § 679.130(c)(1)	<b>Implementer:</b> Many	<b>Approval/Delegation:</b> Varies	<b>Customer Impact:</b> Varies
Develop strategies to provide effective outreach to and improved access for individuals and employers who could benefit from workforce development system.	<b>Source:</b> CFR § 679.130(c)(3)	<b>Implementer:</b> WSO Staff	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> Medium
Develop and continuously improve the one-stop delivery system in local areas, including providing assistance to local workforce development boards, one-stop operators, one-stop partners, and providers. <a href="#">WorkSource Oregon</a> is the one-stop delivery system.	<b>Source:</b> CFR § 679.130(c)(6)	<b>Implementer:</b> Agency Directors	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> High
Develop strategies to support staff training	<b>Source:</b>	<b>Implementer:</b>	<b>Approval/Delegation:</b>	<b>Customer Impact:</b>



and awareness across the workforce development system and its programs. The system includes <a href="#">WorkSource Oregon</a> and other workforce development partners.	CFR § 679.130(c)(7)	Agency Directors  Local Board Directors	Informal/Delegated	Low
Identify and disseminate best practices for the effective operation of WorkSource Oregon centers, the development of effective local workforce development boards, effective training programs that respond to real-time labor market analysis.	<b>Source:</b> CFR § 679.130(e)	<b>Implementer:</b> Many	<b>Approval/Delegation:</b> Varies	<b>Customer Impact:</b> Varies
Assist the Governor to increase efficiencies and align workforce programs and services with local needs working with local workforce development boards.	<b>Source:</b> ORS 660.324(2)(e)	<b>Implementer:</b> CIC Staff	<b>Approval/Delegation:</b> Formal/Not Delegated	<b>Customer Impact:</b> Medium
Ensure state alignment and coordination between industry sector partnerships and initiatives in the local workforce development areas.	<b>Source:</b> ORS 660.324(7)(e)	<b>Implementer:</b> In Transition  (OWI to Board)	<b>Approval/Delegation:</b> In Transition  (Delegated to Not Delegated)	<b>Customer Impact:</b> High
Establish the Committee for Continuous Improvement to assess the effectiveness of the public workforce development system in	<b>Source:</b> ORS 660.347	<b>Implementer:</b> N/A -	<b>Approval/Delegation:</b> N/A - COMPLETED	<b>Customer Impact:</b> N/A - COMPLETED



this state consulting with state workforce agencies and local workforce development boards.		COMPLETED		
Identify and contract with an independent third-party entity to conduct a comprehensive assessment of the public workforce system to make recommendations for improvements every even-numbered year consistent with the requirements in state law.	<b>Source:</b> ORS 660.348	<b>Implementer:</b> CIC Staff	<b>Approval/Delegation:</b> Formal/Delegated	<b>Customer Impact:</b> High

## 7. Board Operations

Maintain Workforce and Talent Development Board membership, Board meetings, and operations in accordance with the Workforce Innovation and Opportunity Act, State law, and the Board's Bylaws.	<b>Source:</b> CFR § 679.110  WTDB Action	<b>Implementer:</b> Board Staff	<b>Approval/Delegation:</b> Informal/Not Delegated	<b>Customer Impact:</b> Low
Hire a director to assist in carrying out the functions of the Workforce and Talent Development Board.	<b>Source:</b> CFR § 679.160	<b>Implementer:</b> OWI Staff	<b>Approval/Delegation:</b> Informal/Delegated	<b>Customer Impact:</b> High