

Employer Service Staff, Job Duties and Salaries

Managers	Business Consultants Outside Sales	Business Service Reps.- includes TWC staff Inside Sales	Talent Development- includes recruiters and coaches	Special Projects UTMB, San Jacinto & Daikin	Data Service Staff/Compliance
12	24	24	26	5	8

- ✓ Managers are at the central office with a responsibility to provide leadership and support to staff ensuring they meet performance and production, serve employers within the Gulf Coast Region, understand the mission, vision, and values of the workforce system. They report up to Board staff outcomes/results driven by their team.

Managers earn between 70,000 and 136,000 a year. Fringe benefits cost is an additional 22.66% to 23.17%.

- ✓ Business Consultants consist of outside sales staff office in Gulf Coast career offices throughout the area. They maintain and build relationships with new and existing customers by offering and organizing specialized hiring events, job posting opportunities in Work in Texas, provide qualifying service to those companies listed within a Targeted Industry, attending networking events, being involved with Chambers of Commerce, Economic Development Groups, and Professional and Industry Organizations, as well as create 3500 new jobs for the Gulf Coast Region.

They must successfully market and provide a service to at least 84 new unique businesses in our area monthly per business consultant, along with supporting 63% of our repeat businesses from the previous grant year by offering them a service to help support their business need.

Business Consultants earn between \$63,000 and \$73,000 a year. Fringe benefits cost is an additional 23.17%

- ✓ Business Service Representatives are in the central office, and their main responsibility is to outreach to employers regarding Workforce Solutions service & initiatives. This includes job posting, recruitment assistance, technical assistance for Work in Texas, professional HR advice, labor market information, and talent development, along with participation in various workforce initiatives that are marketed by the Talent Development Team. Staff performance metrics include repeat employers, employers served through talent development, individuals served through talent development, and quality of work.

Business Representatives earn between \$42,000 and 45,000 a year. Fringe benefits cost is an additional 22.66%

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- ✓ Talent Development- are in the central office. This team includes consultants, job coaches, recruiters, and compliance specialist. They are responsible for building talent through different training opportunities that meet the needs of our businesses. This can be done through skilling, reskilling or upskilling both new and incumbent – (current) workers, and can include On-the-Job Training, Registered Apprenticeship, Pre-Apprenticeship, Adult Education & Literacy, and Customized Essential Skills Training. Talent Development is responsible for reaching out to 400 new and unique employers per contract year and putting 1500 people to work.

Talent Development earn between \$42,000 and \$72,000 a year. Fringe benefits cost is an additional 22.66%

- ✓ Special Projects

- University of Texas Medical Branch (UTMB) – Three staff members work on site at UTMB recruiting candidates for open positions. These staff members enter open postings into Work in Texas. Note: One UTMB Special Projects staff are paid by TWC.

This person earns \$59,000 a year. Fringe benefits cost is an additional 22.66%

- San Jacinto College – One staff member sits on site at the college and their responsible for building a relationship with employers to create job opportunities. Serve as the principal liaison between business partners and Community College students and graduates.

This person earns between \$46,000 to \$49,000 a year. Fringe benefits cost is an additional 22.66%

- Daikin- One staff member sits on site at Daikin to help source, recruit, and prescreen candidates for the multiple openings available with the company. This staff member also helps with weekly hiring events that are held at the facility or on the Easy Virtual Platform provided by Workforce Solutions.

This person earns \$42,000 a year. Fringe benefits cost is an additional 22.66%

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- ✓ Data Service and Compliance Specialist are located at the central office. Data Service provides daily reports or analytics to our workforce system for communication purposes. They can also provide Labor Market Information to employers based on their needs. The Compliance Specialist processes eligibility on individuals through the financial aid application. They also track all individuals that go through training in the TWIST system and Work in Texas. They can also assist with training plans for each individual that participates in on-the-job training or registered apprenticeship and collecting proper documents from employers for reimbursement.

This person earns between \$45,000-\$70,000 a year. Fringe benefits cost is an additional 22.66%

Gulf Coast Workforce Solutions Employer Service will find employers in other industries that are looking for highly trained individuals to meet their needs and match them with jobseekers from the state's database, WorkinTexas.com. In addition to having access to the largest database of job seekers, this initiative will also assist companies with recruitment, pre-screening applicants, hiring events and specialized training.