**ATTACHMENT 4: STAFFING PLAN**    
As part of the Clean Jobs Workforce Network Program, the Department requires that successful applicants provide staff in seven key areas, including program administration, outreach and recruitment, intake, wrap-around services (non-academic needs), student support services (academic needs), instruction, transition, and data entry. These areas can be staffed by full-time or part-time employees of the organization, contractors, sub-contractors, or partner organizations.

Below is a list of sample role descriptions. Applicants may adopt the sample role descriptions or define different role descriptions as appropriate, however it is the applicant’s responsibility to ensure that the Staffing Plan identifies and describes all roles necessary to administer and deliver all required program services. Provide a table that includes the name(s) of personnel (or, where appropriate, indicate if the position will be filled by a new-hire) and organizational affiliation for each role description.     
    
Resumes should be included for all key staff listed in the table below. For subgrantees, subcontractors, and partners listed in the table below, Memorandums of Understanding should be attached to this plan.

***Role definitions:***

Please note that successful applicants are not required to have these specific role titles; however, all responsibilities within each role must be assigned.

**Program Administrator** - Responsible for program compliance and ensuring that performance metrics are met and required reporting is done; oversees program operations, onboards staff, and monitors the performance of other program roles.   

**Outreach and Recruitment Coordinator -** Secures a constant flow of leads for the program, conducts pre-screen assessments, ensures program applications are completed, and conducts, along with other team members, standardized interviews. They will work in coordination with DCEO-funded Energy Transition Navigators, once they become available, to recruit eligible leads identified by the Energy Transition Navigators.  

**Wrap-around Service Coordinator** - Responsible for non-academic support beginning with the Wrap-Around Service Assessment during Intake. This role will complete the assessment, set up necessary services, and work with the Academic Support Specialist, as needed, to offer additional support if participants begin to struggle academically. They will administer the Energy Transition Barrier Reduction Program to provide support services to help eligible individuals overcome financial and other barriers to participation. They will also source from outside providers and partners for other needed support services and refer participants to those services if needed.   

**Instructor -** Each organization is required to have qualified and dedicated instructors for its program. This does not mean the instructors have to be employees, only that programs have a contract with

individuals or partner organizations to carry out the training portion of their training program, including the bridge program and the job-specific training options. Instructors should provide classroom, hands-on, and worksite training, and tutoring.  

**Student Support Services Coordinator -** Responsible for the academic needs of students, specifically the implementation of student support services, participant progress reports, action plans, monitoring attendance and academic performance, hosting make-up sessions or post-assessment retakes, and coordinating tutoring services for participants.

**Employer Coordinator** – Responsible for developing relationships and coordinating with employers, contractor associations, unions, and contractors to facilitate job placement upon graduation.  

**Transition Services Coordinator** *-* Responsible for ensuring the career assessments are completed, and individualized career plans are created in coordination with other program staff, including the creation of resumes, and the delivery of career services such as mock interviews, and assistance with

completing job applications, among others. They also work with employers, contractors, DCEO-funded Energy Transition Navigators, and other partners to ensure the timely and successful transition of program graduates. They conduct the required post-program proactive follow-up of graduates.   

**Data Entry Coordinator** -Workforce Hubs will perform data tracking and use reporting systems as directed by DCEO. Programs can determine how their program data is entered and reported in this reporting system. They may complete this, or it may be part of the other roles in the program. They are responsible for ensuring timely reporting of program data, including entering participant information, programmatic and service data, outcome metrics, and verifying data accuracy, among others.

***Table A: Staff Capacity***

|  |  |  |
| --- | --- | --- |
| **Staff Role** | **Name of personnel (or indicate if the position is to be filled by a new-hire)** | **Organizational affiliation** |
| **Program Administrator** (sample) |  |  |
| **Outreach and Recruitment Coordinator** (sample) |  |  |
| **Wrap-around Service Coordinator** (sample) |  |  |
| **Student Support Service Coordinator** (sample) |  |  |
| **Instructor**(sample) |  |  |
| **Student Support Services Coordinator** (sample) |  |  |
| **Employer Coordinator** (sample) |  |  |
| **Transition Services Coordinator** (sample) |  |  |
| **Data Entry Coordinator (sample)** |  |  |

*\*Please note that many of these roles have access to participants’ private information. When determining how to cover the responsibilities outlined above, applicants should consider how to ensure that participant information is protected.*