

Workforce System Operations Specialist. Southern Alleghenies Planning & Development Commission (SAP&DC) seeks candidates for the position of Workforce System Operations Specialist.

The Systems Operations Specialist provides vital operational and administrative support within the Workforce Development department, working closely with and under the direction of the Workforce Development Director. This is a non-supervisory position that requires strong organization, initiative, and attention to detail in supporting the department's priorities and daily functions.

This position is responsible for workforce system compliance monitoring and quality assurance functions; provision of technical assistance and training to workforce services providers and regional workforce partners; serving as the point of contact for the region's PA Eligible Training Program Providers and Commonwealth Workforce Development System (CWDS); and assisting in identifying service gaps and new program development on behalf of the Southern Alleghenies Workforce Development Board (SAWDB).

Starting salary of \$41,000/year with excellent fringe package. Work week is M-F, 8 AM – 4 PM with hybrid/remote options. Reply with resume and three professional references to: SAP&DC, Attn: Renee Best, 3 Sheraton Drive, Altoona, PA 16601 or via email at rbest@sapdc.org no later than 4:00 PM on Wednesday, August 20, 2025. Replies kept in strictest confidence.