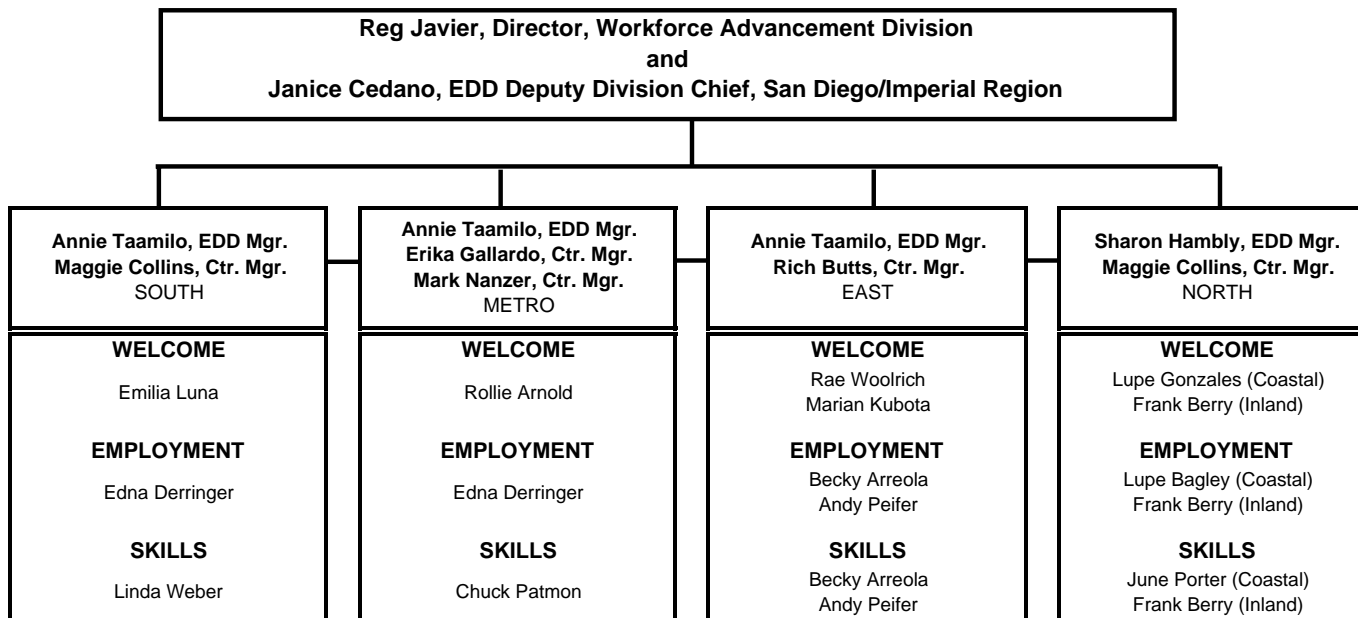


San Diego Career Center Network Leadership Team Integration Model



EDD Manager's Role:
<ul style="list-style-type: none"> • Maintain significant collaboration and communication with the Career Center Managers prior to any decision making relating to the Integration System. • Coordinate and facilitate management, staff and partner operations meetings in conjunction with Career Center Managers. • Coordinate and/or develop training as it relates to integration process and/or staff development. • Provide management oversight of union related policies, procedures and personnel actions. • Provide integrated system oversight. <ul style="list-style-type: none"> o Integrated process o Center Performance Management • Ensure delivery of UI services within the Integration System. • Identify additional resources to align the efforts of the Career Centers and community partners in order to provide more effective services. • Ensure EDD facility maintenance: Equipment/lease. • Provide oversight of EDD non-integrated programs. • Perform actions related to policies and procedures from the Workforce Services Branch.

Center Manager's Role:
<ul style="list-style-type: none"> • Maintain significant collaboration and communication with the EDD Manager prior to any decision making relating to the Integration System. • Coordinate and facilitate management, staff and partner operations meetings in conjunction with EDD Manager. • Coordinate and/or develop training as it relates to integration process and/or staff development. • Provide management oversight of LWIA personnel actions' policies and procedures. • Provide integrated system oversight. <ul style="list-style-type: none"> o Integrated process o Center Performance Management • Assist EDD Manager with the delivery of the UI services within the Integration System. • Identify additional resources to align the efforts of the Career Centers and community partners in order to provide more effective services. • Ensure LWIA facility maintenance: Equipment/lease. • Provide oversight of LWIA non-integrated programs. • Perform LWIA administrative actions related to policies and procedures.

Team Coordinator's Role:
<ul style="list-style-type: none"> • Communicate and refer any personnel and/or administrative actions to the hiring authority manager. • Provide direct coordination for their respected integrated teams. • Set daily work assignments/schedules and work flow. • Make temporary changes to ensure proper staffing coverage during meal/break periods, unscheduled or emergency absences. • Conduct routine assessment of staffing needs: <ul style="list-style-type: none"> o Tools-equipment o Training and coaching o Performance enhancement • Ensure staff understand and adhere to all internal security policies and procedures for LWIA and EDD. • Coordinate and facilitate on-going team meetings. • Facilitate communication opportunities for staff feedback and continuous quality improvement. • Perform day-to-day functions to ensure the operation of the center. • Ensure performance goals meet expectations. • Perform customer service actions.