

OPERATIONS UNIT

The Operations unit is under the direction of the Executive Vice President for Operations and is responsible for the administration and management of all Workforce Florida operational issues. The unit also provides an array of management and service functions that support the Board's Finance and Administration Council with all financial issues going before the Board for consideration. These functions include providing fiscal management and analysis of the workforce system funding and the preparation of fund distributions to the regional workforce boards and other board initiatives. Internally, this unit provides support to the other Workforce Florida divisions including cash management, financial management, purchasing, central service support, property management, budget management and control, payroll processing and human resources management, state and federal corporate tax reporting, grant and contract management, monitoring and audit coordination, and MIS/Information Technology systems administration, support, development, and Web site design.

MAJOR FUNCTIONS AND AREAS OF RESPONSIBILITY:

Support to Board and Finance and Administration Council for Workforce System

Funding Issues

- Based upon the assessment of federal awards and state appropriations, prepares annual funding recommendations for consideration and approval by the Finance and Administration Council and Board
- Reviews system utilization of appropriated and allocated funds and identifies the availability of funds for potential re-allocation or use for discretionary Board initiatives
- Provides support and information to legislative budget committees, the Governor's Office, and others on issues of workforce funding
- Provides assistance and support to the 24 regional workforce boards on workforce policy and funding matters, such as requests for supplemental dislocated worker funds, fund de-obligations and re-allocations, and supplemental awards

Contract and Grant Management

- Coordinates the execution and management of the annual administrative contract with the Agency for Workforce Innovation (AWI), identifying funding and performance levels for both state and regional initiatives
- Coordinates the release of grants and awards from formula and discretionary funds under the control of the Board with the AWI; initiates requests for proposals pursuant to approved Board initiatives, executes contracts and awards, approves invoice payments from Board or AWI funds, and coordinates performance tracking on Board initiatives



Provides Administrative Functions for Board and Board Staff

- Responsible for all accounting functions including cash management and investment, Board and staff travel reimbursements and invoice payment processing, accounts payable, purchasing, lease management, property inventory control, and financial and compliance reviews and audits
- Provides accounting functions for the Quick Response and Incumbent Worker Training programs, including cash requests, disbursements, receivables, and account reconciliations
- Responsible for federal and state corporate reporting requirements, including income tax preparation, personal property tax reporting, 401 fiduciary reporting, federal employment tax reporting, and other mandatory reporting requirements
- Provides Internet-based and information technology system support, maintenance, and connectivity for the Board and staff, as well as creating, designing and maintaining the Workforce Florida Web sites

