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**Rules of**  
**Department of Higher Education**  
**and Workforce Development**  
**Division 300—Office of Workforce Development**  
**Chapter 1—Organization**

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**Title 6—DEPARTMENT OF  
HIGHER EDUCATION AND  
WORKFORCE DEVELOPMENT**

**Division 300—Office of  
Workforce Development  
Chapter 1—Organization**

**6 CSR 300-1.010 General Organization**

*PURPOSE: This rule describes the general organization and functions of the Office of Workforce Development and how the public may obtain information or make submissions to or requests from the division.*

(1) The Office of Workforce Development operates under the control of the Department of Higher Education and Workforce Development. The division develops job training plans and administers job training programs implemented at both state and local levels. Division activities include: administration; planning; research; program development; and fiscal and program monitoring.

(2) Administration. The director is responsible for the administration of the division with the assistance of the deputy director and the manager of administrative services. The deputy director assists the director in the administration of the office of the Office of Workforce Development and has such duties as the director may require. The manager of administrative services is charged with the responsibility for fiscal policies and procedures as well as accounting functions of the division. The chief clerk is responsible for all permanent records in the office, the division files, all related correspondence, and all records of the official documents published by the division.

(3) Planning. The division's planning staff provides planning assistance to the State Job Training Council in the preparation of the governor's state job training plan. Policies, procedures, guidelines and funding allocation formulas are developed and provided to local planning units to assist in their development of local job training plans. Division planning staff members review local job training plans. Division planning staff members review local job training plans for compliance with federal and state regulations. The planning staff also assists and advises the director in the need for coordination planning with other state and local agencies.

(4) Research. Division research staff members are responsible for gathering, analyzing and reporting statistical data related to job training. The staff accesses various agency

databases to develop state and local profiles of labor markets, occupational growth trends, participation in job training activities and employment patterns. Reports of findings are provided to state and local job training administrators. Performance measures are developed and provided to local planning and research units to assist in their evaluation of local job training program performance. Special research studies are conducted to assist and advise the director and the State Job Training Council of the effectiveness of the governor's state job training plan.

(5) Program Development. The division's program development staff advises the director of the need for new or expanded job training programs. Policies, procedure, guidelines and on-site technical assistance are provided by staff members to local job training administrators and their respective staffs. Special programs are developed and implemented from the state level for targeted job training to assist with new or expanding industries at selected geographical locations. The program development staff also prepares grant proposals for new program initiatives designated for discretionary federal funding.

(6) Fiscal Monitoring. The division fiscal staff has the responsibility of examining the financial procedures, conditions and records of local job training administrators. Monitoring is provided to evaluate compliance with federal and state financial regulations. Written reports of findings are provided to the division director and job training local administrators. These findings require that corrective action plans be submitted to the division for any identified areas of noncompliance. The fiscal staff also provides local job training administrators with technical assistance in fiscal control matters.

(7) Program Monitoring. The division's program monitoring staff conduct regularly scheduled on-site monitoring of local job training programs. Monitoring consists of staff and program participant interviews and reviews of program records. The staff uses standardized monitoring instruments to evaluate compliance with federal and state program regulations. Monitoring specifically examines program participants eligibility, participation in training activities and disposition. Program operations are also evaluated. Written reports of findings are provided to the division director and local job training administrators. These findings require that corrective action plans be submitted to the division for any identified areas of noncompliance. The program monitoring staff also

provides technical assistance to local job training administrators in program compliance matters.

(8) Public Access to the Office of Workforce Development.

(A) General. Any complaint, request, inquiry, submission, or other communication not specified otherwise in this section, should be addressed in writing to Office of Workforce Development, 301 W. High Street, Jefferson City, MO 65101.

(B) Grievances. A formal grievance procedure is established for grievances or complaints about programs and activities from participants, program administrators, subcontractors and other interested persons. Information concerning this procedure may be requested from the division.

*AUTHORITY: section 620.010(19), RSMo Supp. 2019, P.L. 97-300 and 20 CFR 627.1.\* This rule originally filed as 4 CSR 195-1.010. Original rule filed May 4, 1987, effective July 23, 1987. Amended: Filed Sept. 28, 2018, effective May 30, 2019. Moved to 6 CSR 300-1.010, effective Aug. 28, 2019. Non-substantive change filed July 13, 2020, published Aug. 31, 2020.*

*\*Original authority: 620.010(19), RSMo 1973, amended 1981, 1983, 1986, 1989, 1990, 1993, 1994, 1995, 1999, 2001, 2007, 2008, 2010, 2014, 2019.*