

## **ATTACHMENT 2: STAFFING PLAN**

As part of the Illinois Energy Transition Navigator Program, the Department of Commerce and Economic Opportunity requires a staffing plan.

Key staffing areas include program administration, outreach and recruitment, referrals and intake, program navigation, advising, stakeholder engagement, data entry and reporting. 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 the Program and deliver all required Energy Transition Navigator 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, partnership agreements, or MOUs should be attached to this plan for all staff members, partners contractors, and sub-contractors listed in Table C below.

### ***Sample role descriptions:***

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

**Outreach and recruitment.** Secure a constant flow of leads for the program. May conduct pre-screen assessments, ensures program applications are completed, and conducts, along with other team members, standardized interviews. Provides all aspects of education, outreach, and recruitment activities including group activities and one-on-one advising and career counseling appointments with prospective eligible individuals to participate in the Illinois Clean Jobs Workforce Network Program and the Illinois Climate Works Preapprenticeship Program. Directs interested eligible individuals to other CEJA workforce and contractor development programs including the Returning Residents Clean Jobs Training Program; the Clean Energy Contractor Incubator Program; and the Clean Energy Primes Contractor Accelerator Program. Also refers interested eligible individuals to other outside assistance programs.

**Stakeholder engagement.** Provides all aspects of engagement with workforce, employment agencies, small business development centers, and community-based organizations to provide information about CEJA programs and coordinate efforts. Engages with employers, industry leaders, trade groups, unions, and other entities providing jobs to identify local job and skill needs, facilitate job placement, and work with the workforce and contractor programs to address these needs.

**Data entry.** Programs will enter program data as required by the Department. This role is responsible for ensuring timely reporting of program data including entering participant information, programmatic and service data, outcome metrics, and verifying data accuracy, among others.

