



## California Human Development Job Description

**EMPLOYEE NAME:****JOB TITLE:** ASET Center Manager**DEPARTMENT/DIVISION:** Farmworker Services**REPORTS TO:** Deputy Director**FLSA STATUS:** Exempt**LOCATION:** Woodland ASET**REVISED DATE:** 10/05/2026

**Summary Description:** The Anthony Soto Employment Training (ASET) Center is a vocational training facility that offers Workforce Innovation and Opportunity Act (WIOA) approved vocational training. The ASET Center Manager oversees the daily operation of the center and ensures the ASET Center runs smoothly. The ASET Center Manager is responsible, in coordination with the Deputy Director, for the Farmworker Services Division to meet contract provisions and internal needs. The ASET Center Manager ensures high-quality instruction and successful completion of training for participants with the goal of preparing them for the workforce. The Center activities must include excellent participant experience, compliant grant delivery, and strong workforce partnerships.

**DUTIES AND RESPONSIBILITIES:****Program Strategy, Innovation & Compliance**

- **Contract and Service Oversight:** Establish priorities and oversee all contracts and services offered at the ASET Center.
- **Compliance Management:** Prepare proposals, reports, and other documents to ensure programmatic and contractual compliance.
- **Regulatory Compliance:** Maintain coursework approvals on the Employment Training Provider List (ETPL) and maintain compliance with the Bureau of Private and Postsecondary Education (BPPE).
- **Procedure Management:** Ensure ASET Center procedures are up to date and compliant.
- **Program Innovation:** Develop ideas for new training opportunities, design training programs, and support the implementation of new training programs.
- **Industry Alignment:** Ensure courses are aligned with industry regulations and occupational demands by utilizing labor market information (LMI) and other appropriate workforce data.

**Data Management, Systems & Reporting**

- **Data Analysis:** Analyze data from a variety of standardized sources and make lists, reports, or tabulations.
- **MIS Collaboration:** Work closely with Management Information Systems (MIS) Leadership to ensure compliance and performance standards are met.
- **Privacy and Access:** Ensure compliance with privacy and access requirements.

**Client Services & Student Records**

- **Eligibility and Enrollment:** Oversee eligibility and enrollment in the appropriate activity of new clients.
- **Records Maintenance:** Oversee maintenance and completion of all student/client records.
- **Status Updates:** Ensure all clients' status changes are processed in a timely manner.
- **Conflict and Grievance Resolution:** Provide conflict resolution and receive grievances for students.

### **Partnership, Marketing & Representation**

- **Stakeholder Representation:** Represent the Center at partner meetings and track performance indicators.
- **Workforce Partnerships:** Build and maintain partnerships with the local workforce development boards and job centers.
- **Marketing Campaigns:** Design and implement an effective marketing campaign to promote center services alongside the Director of Strategic Communications.
- **Advisory Committees:** Lead the development and scheduling of Advisory Committee meetings.
- **Internal Coordination:** Coordinate training enrollment and outcomes with Regional Managers.

### **Curriculum & Instruction Operations**

- **Instructional Quality:** Ensure that instructors conduct their respective courses in accordance with approved curriculum.
- **Cohort Maintenance:** Ensure that cohorts are at or near capacity.
- **Catalog Maintenance:** Develop and maintain the ASET Center Training Catalog.
- **Forms:** In coordination with the MIS Department, update required forms accordingly and as needed.
- **Continuing Education:** Study industry trends and stay on top of industry standards to incorporate them as best business practices as necessary to stay up to date.

### **Safety & Administration**

- **Safety Leadership:** Oversee the safety program and provide meaningful suggestions for working safely.
- **General Support:** Perform other related duties as assigned.

### **Supervisory Responsibilities**

Manages three (3) or more non-exempt employees in the department. Is responsible for the overall direction, coordination, and evaluation of the Center. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

### **Required Skills and Abilities**

- Ability to travel to various locations.
- Bilingual in English/Spanish is highly preferred.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of the organization.
- Ability to perform mathematic and data analysis, including processing complex units of measure, calculating rates/ratios, and developing visual data charts for business reporting.
- Ability to apply strong logical reasoning and practical problem-solving skills to ensure operational accuracy.
- Collaborate effectively with multicultural teams and stakeholders, utilizing strong cross-cultural communication skills to build trust and mutual respect.
- Understanding Adult Learning Principles, WIOA-funded vocational training programs, and workforce development to accommodate diverse learning styles is preferred.

### **Education and/or Experience**

- Associate's degree (A.A.) or equivalent from two-year college or technical school.
- Two years related experience and/or training.
- Experience managing, training, educational, or workforce programs.
- Equivalent combination of education and experience may be substituted.

### Certificates, Licenses, Registrations

- Must possess a valid California drivers' license and good-standing driving record, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.

### Physical Requirements

Regularly: Stand; Walk; Sit; Use hands to finger, handle, or feel; Reach with hands and arms; Talk or hear;

Frequently: Climb or balance;

Occasionally: Stoop, kneel, crouch, or crawl;

Vision: No special vision requirements

### Work Environment

Noise level: Moderate noise (examples: business office with computers and printers, light traffic) to loud (metal manufacturing, trucks and cars, large equipment and machinery); May have exposure to hazardous materials/conditions; changes in weather conditions (can change from cold to hot)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders. Employment at CHD is **at will**. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_