



NoRTEC

Northern Rural Training & Employment Consortium

Butte ♦ Del Norte ♦ Lassen ♦ Modoc ♦ Nevada ♦ Plumas ♦ Shasta ♦ Sierra ♦ Siskiyou ♦ Tehama ♦ Trinity

NOTICE OF VACANCY
WORKFORCE DEVELOPMENT BOARD
(Appointed by Chief Elected Officials)

Northern Rural Training & Employment Consortium (NoRTEC) currently has Business membership vacancies on the local Workforce Development Board (WDB). Membership applications are being accepted by individuals to represent private business as follows:

- Butte – 1 member
- Del Norte – 1 member
- Plumas – 1 member

Additionally, applications are being accepted for three (3) business members from any of the following counties: Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama and Trinity.

Business Representatives - Business representatives must be owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority. Individuals must be nominated by an appropriate organization (e.g., Chamber of Commerce) and will serve four-year terms.

STIPEND:	\$100 per meeting; 4 quarterly meetings per year
EFFECTIVE DATE OF APPOINTMENT:	Upon appointment
POSTING DATE:	September 8, 2026
CLOSING DATE:	Open until filled

For applications and further information contact: NoRTEC
Cindy Newton, Interim Executive Director
Cindy.newton@ncen.org
(530) 892-9600

NoRTEC is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.



The NoRTEC Workforce Development Board (WDB) administers federally funded employment and training programs under the Workforce Innovation and Opportunity Act (WIOA) in the 11-county NoRTEC region which includes: Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama and Trinity.

COMPOSITION

WDB members are appointed by the NoRTEC Governing Board under criteria established in the WIOA. Members are nominated by appropriate organizations and serve four-year terms. A majority of the members shall be representatives of local businesses. At a minimum, board membership* must include:

- **Local Business Representatives** (*at least 51% of membership*)
- **Labor & Community Based Organization Representatives** (*20% of membership - 15% must be labor organizations & registered apprenticeships*)
- **Adult Education and Higher Education Representatives**
- **Economic or Community Development Organizations Representatives**
- **State Employment Service Office Representative**
- **Vocation Rehabilitation Act Programs Representative**
- **Other area representatives as deemed appropriate by Governing Board.**

** An individual may represent more than one sector and/or agency*

LOCAL BOARD MEMBER FUNCTIONS

The intent of the WDB is to bring together policy makers, businesses, government agencies, education entities, economic development agencies, and the public to better understand workforce needs and to identify solutions.

- Development and oversight of Local and Regional Plans to implement WIOA services
- Oversee coordination of economic development and labor market information strategies
- Lead efforts to engage employers and entities in the region to promote business representation
- Develop and implement career pathways by aligning needed workforce development services
- Lead efforts to identify and promote proven and promising practices and initiatives for meeting the needs of employers, workers, and job seekers
- Develop strategies for using technology to maximize the accessibility and effectiveness of local workforce development services
- Oversight of the local program providers of WIOA services
- Selection of program operators and service providers
- Coordinate activities with education and training providers in the local area

QUARTERLY BOARD MEETINGS

Board meetings meet quarterly at 10:00 a.m. on the fourth Thursday of February, May, August, and October. Optional committee meetings are on a volunteer basis and scheduled as needed. A \$100 stipend is offered for quarterly Board meetings and travel expenses are reimbursed.