

## Contact

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## Top Skills

Community Outreach  
Management  
Program Management

# Rachel Torres

Administrator and National Director, Office of Job Corps  
Washington, District of Columbia, United States

## Summary

Experienced Administrator with a demonstrated history of working in the government administration industry. Skilled in Government, Management, Leadership, Policy Analysis, and Strategic Planning. Strong human resources, budget, and information technology professional with a Master's degree focused in Public Administration from Baruch College.

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## Experience

U.S. Department of Labor/ Employment Training Administration/  
Office of Job Corps  
Administrator and National Director, Office of Job Corps  
April 2021 - Present (2 years 7 months)

Job Corps is the nation's largest residential, educational, and career technical training program for young adults, and its mission is to serve low-income young people between the ages of 16 and 24 at 121 centers in all 50 states, and Puerto Rico and the District of Columbia. The program provides comprehensive and integrated academic and career technical skills training, workforce preparation, and support services that help lead youth to successful careers and opportunities for advancement.

As the Administrator and National Director, responsible for operating the \$1.7 billion Job Corps program, managing all its resources, and leading all aspects to include representing the program to federal officials and Congress members; provide overall management and direction to the program, partners with peers to share information, resolve issues, prioritize resources, and align cross-cutting systems; serve as the chief spokesperson and focal point for the overall workforce development system activities and problems within the scope of the program; bringing together the program's leadership to facilitate the exchange of information across program offices and coordinate the resolution of issues and implementation of action plans as appropriate to ensure all efforts are strategically aligned in advancing an effective workforce development system that benefits America's workers and employers.

U.S. Department of Labor, Wage and Hour Division  
Associate Administrator for Administrative Operations  
July 2015 - April 2021 (5 years 10 months)

Washington D.C. Metro Area

Serve as a key member of the Wage and Hour Division (WHD) and DOL executive staff and as an expert in the areas of organizational management, budgetary, and human resources planning, and management support functions. Provide advice and assistance to the WHD and DOL executive staff in the formulation and implementation of long-range plans and priorities, budgetary and financial strategies, human capital management, employee and labor relations policies, information technology and administrative systems to: (1) facilitate the effective, efficient, and economical accomplishments of the WHD's mission critical functions; and (2) assure managerial compliance with budgetary and administrative mandates.

Serve as the principal advisor to the WHD senior staff managers, providing expert recommendations regarding the discharge of management responsibilities in the areas of: strategic and immediate program and financial planning; program alignment and implementation; execution of administrative management operating policies and procedures; the fulfillment of Federal and Departmental reporting and certification requirements; and the resolution of a wide variety of unique financial, human resources, labor relations, and administrative issues. Exercise a high level of discretion to negotiate issues, facilitate meetings, garner support and manage several program segments through the use of supervisors, managers, and a subordinate staff of 60 employees.

Supervise multiple subordinate supervisors at the GS-15 and GS-14 grade level who have staff at the GS-14 grade level and below in the performance in one or more of the following areas: management, administration, financial, budget, procurement, information technology, space management, telecommunications, facilities' management, human resources and/or workers compensation. In addition, reviews and oversees the work of comparable contractors in the performance of work equivalent to federal sector work supervised.

U.S. Department of Labor, Employment and Training Administration

Director, Job Corps Budget Division  
January 2014 - July 2015 (1 year 7 months)

Provide leadership on and is responsible for planning and providing for the coordination and integration of plans for the formulation and justification of the Job Corps \$1.7B budget including all program accounts and all salaries and expenses accounts.

Direct the design and operation of Job Corps financial management and control and reporting systems.

Coordinate all aspects of the preparation of required submissions with respect to Job Corps annual budget requests including the extent to which program performance goals are met or exceeded and capital planning, including the submission of Exhibit 300.

Direct the preparation of supportive documentation for Job Corps' Departmental, OMB and Congressional appropriations committee hearings

Participate in program direction and strategic planning discussion with the Job Corps program office and provide financial impact

U.S. Department of Labor, Office of Federal Contract Compliance Programs

Director, Division of Management and Administrative Programs  
March 2009 - September 2014 (5 years 7 months)

Oversee and direct all administrative functions, including human resources, budget and finance, and information technology functions, for the Office of Federal Contract Compliance Programs.

U.S. Department of Labor, Office of the Solicitor  
Financial Manager

December 2007 - March 2009 (1 year 4 months)

Oversaw and manage all financial activities for the Office of the Solicitor, including budget formulation, and execution.

U.S. Department of Labor, Office of Federal Contract Compliance Programs

3 years 4 months

Branch Chief, Budget, Finance, and Administrative Programs  
December 2005 - December 2007 (2 years 1 month)

Director, Planning and Support

September 2004 - December 2005 (1 year 4 months)

New York, NY

Oversaw all administrative functions, including human resources, budget and finance, and information technology, for the Northeast Region on the Office of Federal Contract Compliance Programs.

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## Education

Baruch College

Master's degree, Public Administration · (2001 - 2004)

Baruch College

Bachelor's degree, Psychology · (1991 - 1996)