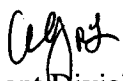


JAMES K. HAHN
MAYOR

DATE: **AUG 20 2001**

TO: All Welfare-to-Work, Workforce Development, One-Stop Lead, Satellite and Youth Opportunity Contractors

FROM: Ann Giagni, Director 
Workforce Development Division

SUBJECT: **INFORMATION BULLETIN NUMBER: 02-15 SEEKING VOCATIONAL WORKER CANDIDATES FOR CITYJOBS PROGRAM AT THE BUREAU OF SANITATION**

The City of Los Angeles, Community Development Department will be hiring men and women for full-time entry-level positions with benefits for its Welfare-to-Work (WtW) CityJobs Program. Candidates must be eligible to enroll with one of the City's Welfare-to-Work Providers to participate in the CityJobs Program (WtW provider list attached). **The minimum requirements include:**

Residents of the City of Los Angeles:

- ◆ No felonies within the past two years and not currently on probation or parole, **AND**
- ◆ Receiving TANF (AFDC); **OR**
- ◆ Non-custodial parent of minor child, eligible for or receiving TANF, SSI, Food Stamps or Medicaid; **OR**
- ◆ Custodial parents, employed or unemployed, with income below 100% of poverty guidelines; **OR**
- ◆ Youth 18 -24 years of age, who were in Foster Care prior to their 18th birthday.

****Custodial parents do not have to receive welfare benefits to be eligible for the City Jobs Program. However, their income must be below 100% of the poverty guidelines.***

Successful candidates will receive both on-the-job training and classroom instruction as they work to develop job skills and gain permanent Civil Service employment within the City of Los Angeles. Upon completion of their classroom training, candidates will obtain a Certificate of Proficiency in conjunction with the Bureau of Sanitation, the Los Angeles Unified School District and the Welfare-to-Work CityJobs Program.

Vocational Workers will be paid a living wage and receive City benefits. Vocational Workers in this classification will perform general ground maintenance and other related tasks.

VOCATIONAL WORKER QUALIFICATIONS

We are currently seeking candidates to fill Vocational Worker positions for the Department of Public Works, Bureau of Sanitation. The CityJobs program is requesting candidates who have:

- ◆ Enrolled in a Welfare-to-Work Program
- ◆ Workplace language skills (English)
- ◆ Driver License (preferred)
- ◆ A positive attitude
- ◆ A willingness to learn
- ◆ An interest in performing ground maintenance
- ◆

SERVICE PROVIDER'S RESPONSIBILITIES

Service Providers must ensure candidates meet all requirements listed above. In addition, Service Providers will assist with case management and support services, including but not limited to:

- ◆ Child Care
- ◆ Clothing
- ◆ Problem solving
- ◆ Transportation

**** A continual collaboration of assistance increases the client's probability of success in the program. Therefore, Service Providers should continue to provide support services to their candidate(s) if selected to participate in the CityJobs Program.***

APPLICATION PACKET

Contract agencies may submit a maximum of 15 candidates for consideration. Please use the Candidate Roster Form included in this package to record the information outlined. A completed City Application for each applicant must be attached to the Candidate Roster. Position descriptions are included in the packet, to inform applicants of job duties and responsibilities. **Please send all documents to Community Development Department, Workforce Development Division, Attn: Reneé A. Moon. 215 W. 6th St., 10th floor, Los Angeles, CA 90014. Deadline for submittal of documents, at close of business on August 29, 2001.** For additional information, please contact Reneé A. Moon, Project Coordinator, CityJobs Program at (213) 473-0377 or via email: rmoon@cdd.lacity.org.

CITYJOBS PROGRAM

Bureau of Sanitation

VOCATIONAL WORKER

CANDIDATE ROSTER

[Please type]

Agency Name _____

Contact Person _____

Phone: _____ Fax: _____ E-MAIL _____

Last and First Name <i>{in Alpha Order}</i>	Phone Number	COMMENTS
1.		
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*Please Submit this form along with application to 215 West 6th Street, 10th Floor, Los Angeles, CA 90014 Attention: **Reneé A. Moon, NO LATER THAN /08-29-01***