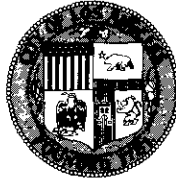


CITY OF LOS ANGELES

CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

COMMUNITY DEVELOPMENT
DEPARTMENT

1200 WEST SEVENTH STREET
LOS ANGELES, CA 90017

Date: June 5, 2006

To: LA's Workforce Development System

From: *for* *E. Scally*
Manny Chavez, Director
Workforce Development Division

Subject: **INFORMATIONAL BULLETIN NO. 06-49**
CHANGE IN E-MAIL ADDRESS

EFFECTIVE DATE

This bulletin is effective upon issue.

PURPOSE

The City of Los Angeles is in the process of changing e-mail addresses for all employees. The e-mail addresses for employees of the Community Development Department have been changed. The old e-mail address will forward to the new e-mail address for a few months.

ACTION REQUESTED

Many documents that are routinely given to customers contain LWIA EO Compliance Officer Eileen Scally's e-mail address. This e-mail address needs to be changed on the documents. These documents include:

What to Do If You Believe You Have Experienced Discrimination

(in ten languages)

Summary of the Complaint Procedures

(in ten languages)

Complaint Procedures (long form)

(two languages)

In each place that Ms. Scally's e-mail address appears as escally@cdd.lacity.org, please change the e-mail address to Eileen.Scally@lacity.org. You have received electronic copies of these documents, so these changes should be fairly simple. In addition, if you have a customer handbook or Orientation handbook, please check that document.

CONTACT

If you have any questions on this information, please contact Maureen Brown at (213) 744-7272 (213-744-7290 TTY) or Maureen.Brown@lacity.org.

