



RICHARD J. RIORDAN  
MAYOR

**DATE:** MAY 23 2001

**TO:** Full Service One-Stop Centers, Satellite One-Stop Centers, School to Career,  
Youth Opportunities Movement

**FROM:** Ann Giagni, Director  
Workforce Development Division

Handwritten signature of Ann Giagni in black ink.

Handwritten initials of Eileen Scally in black ink.  
Eileen Scally, EEO/Compliance Officer  
Human Resources Division

**SUBJECT:** DIRECTIVE NO: 01-54

**REQUEST FOR FOLLOW-UP ON DIRECTIVE 01-52:  
RENEWAL OF EQUAL OPPORTUNITY/NONDISCRIMINATION  
OBLIGATIONS AND ASSURANCES UNDER THE CITY OF LOS  
ANGELES VIA TITLE I-FINANCIALLY ASSISTED FUNDED  
PROGRAM**

BACKGROUND

Directive 01-52, dated April 12, 2001, transmitted the City of Los Angeles Local Workforce Investment Area (LWIA) Equal Opportunity/Nondiscrimination Policy. This policy details the steps necessary to comply with Federal nondiscrimination laws and the State Methods of Administration, which are required under the Workforce Investment Act (WIA).

The policy details the requirement to appoint an Equal Opportunity Complaints Officer (see page 7). This individual is responsible for coordinating the Full Service One-Stop Career Center/Satellite One-Stop Career Center's obligations under the Federal, State, and City regulations, including handling, at the first level, complaints brought under WIA.

The Equal Opportunity/Nondiscrimination policy also requires that each WIA service provider designate a person to coordinate the agency's efforts in complying with the Section 504 Rehabilitation Act regulations (see page 3).



**ACTION REQUESTED**

Each WIA contractor is requested to submit in writing, on its own letterhead:

- the name of the designated Equal Opportunity Complaints Officer, and
- the name of the designated disability coordinator.

This statement should be signed by the Executive Director. Please submit this statement no later than **June 29, 2001** to

EEO Compliance Unit  
City of Los Angeles  
Community Development Department  
215 West Sixth Street, 12<sup>th</sup> floor  
Los Angeles, CA 90014  
Attn: Maureen Brown, Management Analyst I

If you have any questions regarding this request, please contact Maureen Brown at (213) 485-2996.