

# CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT  
DEPARTMENT

215 W. 6TH STREET  
LOS ANGELES, CA 90014

LILLIAN KAWASAKI  
GENERAL MANAGER



JAMES K. HAHN  
MAYOR

DATE: December 3, 2001

TO: Full Service Work Source Centers, Satellite Work Source Centers, School to Career, Youth Opportunities Movement

FROM: Ann Giagni, Director  
Workforce Development Division

*EG* Eileen Scally, EEO/Compliance Officer  
Human Resources Division

SUBJECT: DIRECTIVE NO: 02-23

**REQUEST FOR FOLLOW-UP ON DIRECTIVE 01-52 AND 01-54:  
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 Work Source Career Center/Satellite Work Source 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).



Directive 01-54, dated May 23, 2001, requested that each WIA contractor submit in writing, on its own letterhead, the name of the designated Equal Opportunity Complaints Officer and the name of the designated disability coordinator.

**ACTION REQUESTED**

The EEO Compliance Unit, in order to maintain an accurate listing, requests that each WIA contractor submit the **name, address, phone number, fax number, and e-mail** for the designated **Equal Opportunity Complaints Officer** and the designated **disability coordinator**. Please submit this information on letterhead no later than **December 31, 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.