

CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

Date: July 18, 2002

To: All Full Service and Satellite WorkSource Centers, Youth Opportunity System,
and Youth Opportunities Movement Agencies

From : Ann Giagni, Director
Workforce Development Division

**SUBJECT: WIA DIRECTIVE # 03-04
ROLLOUT OF CHICAGO SYSTEMS BUSINESS SERVICES SYSTEM
SOFTWARE MODULE – SKILLS MATCH**

The purpose of this Directive is to inform our contractors of the rollout and implementation of the Chicago Systems Business Services System Software Module – Skills Match.

In February, 2002, the City released a Request for Qualifications (RFQ) for an off-the-shelf business services software package that would comply with the Ideal Business Services Model and the Technology Master Plan, included in the Workforce Investment Board's Year Two Plan. Respondents meeting the minimum requirements of the RFQ were included on a list of qualified service providers. After an extensive review process, which included product demonstrations, analysis by City staff from CDD and ITA, in coordination with the City's contracted Business Services System consultants, JDB and Associates, and feedback from representatives from the City's Worksource Centers, Chicago Systems was determined to have the most comprehensive package that would interface most efficiently with the City's existing technology.

Skills Match is an internet-based application that will allow employers and Worksource Center staff to list available employment opportunities and the skill sets required to fill them on the internet, while allowing job seekers access to information on available employment opportunities, and the option to enter information regarding the job seeker's skill sets, resulting in the identification of individuals who match the job requirements. Agencies will be receiving training and technical assistance in September, regarding the various uses and functions of this comprehensive job development and business services tool.

Following training on the use and functionality of the system, all agencies will be required to use the system for business-related activities, including, but not limited to, job referrals, job posting, customer satisfaction information, establishing relationships with the employer community and the sharing of information with employers, job seekers, program participants and WorkSource staff.



If you have any questions regarding the status of the Workforce Development Division's electronic infrastructure, please call Vince Valdez, at (213) 485-5723, or E-mail him at vvaldez@cdd.lacity.org.

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