



JAMES K. HAHN
MAYOR

DATE: June 30, 2003

TO: All Certified Full Service and Satellite WorkSource Centers
Attn: Executive Directors

FROM: Ann Giagni, Director
Workforce Development Division

SUBJECT: **WDD Directive No. 03-48**
WIB PLACEMENT CREDIT SHARING INCENTIVE POLICY

The purpose of this Directive is to advise all WorkSource Centers of the Shared Credit Placement Incentive Policy approved, as amended, by the Workforce Investment Board (WIB) Accountability Committee and subsequently approved by the WIB Executive Committee on March 26, 2003. A copy of the final Placement Credit Sharing Incentive Policy is attached and has been included in the PY 03-04 Annual Plan.

As of July 1, 2003 all WorkSource Centers will be mandated to adhere to this new policy. This policy will be included by reference in all 03-04 WIA contracts. The Community Development Department is making enhancements to the SkillsMatch system to accommodate the tracking of these placement shared credits, and Standard protocols for use by your WorkSource Center staff will follow.

This Policy is a mechanism that allows placement credit to be shared between WorkSource Centers (WSC) for the entry of job orders and job seekers into the SkillsMatch system that result in a job seeker being hired. The policy is a direct result of the WIB recommendation to create a system-wide team building and incentive award that fosters cooperation among the WorkSource Centers for the betterment of the entire system. The approved Placement Credit Sharing Incentive Policy will be incorporated into the L. A. Performs Performance Management System. The policy is intended to be flexible and may change, as conditions require.

If you have any questions, or need any further information, please contact your assigned Business Services Central Team Representative.

AG:PS:CJ:jd

Adopted Policies

PLACEMENT CREDIT SHARING INCENTIVE POLICY

**Adopted by the Workforce Investment Board Executive Committee
on March 26, 2003**

BACKGROUND

It has been recognized that improved service to the job seeker and the business community would result if cooperation between WorkSource Centers across the system could be rewarded by giving credit for effort expended on the diligent entering of job seekers (enrolled or Universal) and job orders into an automated matching system such as Skills Match. Significant effort can be required to correctly analyze and enter job skills required along with job seeker skills possessed or needed.

With the recent electronic infrastructure enhancement including improved software tracking and reward mechanisms, it is now possible to provide credit for entry of job orders and job seekers that result in a job seeker being hired.

POLICY RECOMMENDATION

A placement credit system is being developed that is intended to be flexible and may change as conditions require. These placement credits will be incorporated into the L.A. Performs performance management system. The credits will be stored as "points earned" in the Skills Match database with appropriate reports. This will require enhancements to the Skills Match program.

All Skills Match related job orders and placement credits can be shared between WorkSource Centers (WSC) as follows:

- A. Single WSC entering job order & placing client in same job order.

If a job order from an employer is input into Skills Match by a WorkSource Center and results in a placement of its client (enrolled or Universal), that WorkSource Center will receive a full (1) placement credit.

- B. One WSC entering a job order and another WSC entering client

If a second WorkSource Center's client gets hired as a result of a posted job order, the WorkSource Center that entered the job order will receive a full (1) placement credit while the WorkSource Center whose client was hired will also receive a full (1) placement credit.

- C. Job Order Entered by Employer

If an employer enters their own job order, the WorkSource Center that originally entered that employer shall receive ½ placement credit for any resulting placement from that job order.

