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DATE: April 16, 2008

TO: LA's Workforce Development System

FROM: Jaime H. Pacheco-Orozco, Acting Director
Workforce Development Division 

**SUBJECT: DIRECTIVE NO. 08-14
LEGACY RE-CERTIFICATION
DISABILITY SPECIALIST I**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

WorkSource staff certified as Disability Services Specialist I prior to 2005 will be required to take a re-certification test to demonstrate basic core competencies in the provision of WorkSource services to persons with disabilities.

Background

As part of its continuous quality improvement efforts, the Workforce Development Division (WDD) regularly offers staff training on workforce development practices. This ensures that WorkSource staff has the most up-to-date information available and skills they need to meet the needs of our customers.

In 2003, WDD provided a special training program to assist staff in providing quality employment services to job seekers with disabilities through its *Legacy Certification* program. Over 260 center staff completed Level I training and received recognition as *Disability Service Specialist Is*.

LEGACY training has been significantly updated since it was first launched almost six years ago. Enhancements to the LEGACY curriculum include the development of an expanded foundation module, "One-Stop Access for Persons with Disabilities". This revised course includes updates to disability law; expanded descriptions of the major types of disability, and new strategies for ensuring job seekers with disabilities have equal access to WorkSource services based on WIA Section 188 requirements.

ACTION REQUIRED

Each Disability Coordinator will receive an individualized packet of information from their WDD monitor by May 1, 2008 that will include:

- 1) A master list of staff members at each center who are required to take the recertification test. Any discrepancies on the master list must be submitted to the City by **May 15, 2008**.
- 2) Instructions on how to administer the test, briefly summarized as follows:
 - Disability Coordinators will administer the test to staff.
 - Staff members who achieve a passing grade will receive a current Disability Service Specialist I certificate.
 - Tests will be forwarded to CDD for grading.

Staff members who do not pass the initial test can take the test an additional time.

DEADLINE FOR RESPONSE

The deadline for staff re-certification is **June 15, 2008**.

WDD CONTACT

If you have questions regarding this bulletin, please contact Susan Quigley at 213-744-7183 or TTY 213-744-9395 or susan.quigley@lacity.org.

JHP:TJ:SAQ