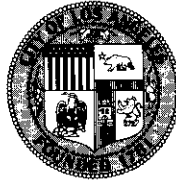


CITY OF LOS ANGELES
CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

DATE: 01-21-05

TO: Full Service WorkSource Centers; Satellite WorkSource Centers; WIA Youth Contractors; Youth Opportunities Movement

FROM: Manny Chavez, Acting Director
Workforce Development Division

SUBJECT: TRAINING BULLETIN NO: 05-21
TRAINING FOR NEW EO OFFICERS, DISABILITY COORDINATORS,
AND LEP COORDINATORS

BACKGROUND

In March, 2004, the EO Compliance Unit conducted training for designated EO Officers, Disability Coordinators, LEP Coordinators, and Executive Directors. These two-day sessions followed a three-day training the Department of Labor delivered in January, 2004, to City of Los Angeles Local Workforce Investment Area (LWIA) staff. The Department of Labor has notified the City of Los Angeles that it intends to conduct a compliance review site visit of the LWIA during 2005.

As a result of staff turnover, new assignments, and new contractors, there are a number of individuals who have been designated as the EO Officer, Disability Coordinator, or LEP Coordinator who did not attend the training in 2004. The EO Compliance Unit will hold a condensed one-day session of the training as follows:

Date: Wednesday, February 9, 2005
Time: Registration – 8:30 a.m.
Training begins promptly at 9:00 a.m. and
will end at 4:00 p.m.
Location: 215 West Sixth Street, 3rd floor Conference room

This is the only session that will be held, so it is mandatory that any EO Officers, Disability Coordinators, and LEP Coordinators that did not attend the training in 2004 attend this training. Please RSVP to Dora Briseno at (213) 473-3620 (TTY: 213-847-3770).

