

WORKFORCE POLICY BULLETIN

DATE: February 14, 2007

TO: Contra Costa One-Stop Operator Consortium
Youth Providers

ATTN: Operational Management

FROM: Bob Lanter, Executive Director
Tracey Brown-Carter, Business and Economic Development Coordinator
Workforce Development Board

SUBJECT: Policy Regarding First Source Hiring Agreements

WPB #01-07

SUBJECT:

- ADMIN
- PLANNING
- MARKETING
- EEO/AA
- FISCAL
- OPERATIONS
- RAPID RESPONSE

SPECIAL FILING: X

The purpose of this Workforce Policy Bulletin is to transmit to Operational Management the Board's policy regarding first source hiring agreements. In an effort to enhance and promote workforce activities that benefit the residents of underserved communities, the Workforce Development Board will enter into first source hiring agreements that are generated from local economic development, community development and redevelopment agencies. Although first source hiring opportunities may be generated by a great number of sources, the Workforce Development Board will make every effort to partner with local economic, community, and redevelopment programs to ensure that the needs of the job seeker and business customer are met.

First Source Hiring is a process whereby employers are expected to target and hire residents within a designated community to fill new or open job opportunities in exchange for granted special redevelopment opportunities, e.g., tax credits, building funding subsidies, and access to site zoning changes in exchange for hiring residents within a designated community. The Workforce Development Board has partnered with local agencies to assist with job development and employee matching efforts, e.g., identifying potential candidates that meet the needs of the employer and the job seeker.

In order to implement the First Source Hiring Policy, the Workforce Development Board and its designee will do the following:

- Work with appropriate community development/economic development entities that create first source hiring agreements to exchange information about businesses coming to the area and the availability of workforce development services.
- Educate and inform businesses about available services to support first source hiring efforts, including pool(s) of potential candidates eligible for employment.
- Devise strategies that support the deployment of workforce preparation solutions to improve the effectiveness of first source hiring opportunities, e.g., Work Ready Training, Enterprise Zone, Customized Training, etc.
- Partner with local organizations to market the First Source Hiring program and inform community residents of potential employment opportunities through first source hiring.

- Collaborate with local organizations, including organized labor, that create workforce preparation solutions in order to improve the effectiveness of first source hiring opportunities, e.g., Work Ready Training, Enterprise Zone, Customized Training, etc.
- Coordinate the connection of businesses, workforce development providers, and job seekers in an effort to create a system that supports gainful employment and retention.
- Devise strategies that support the deployment of workforce preparation solutions.
- Support efforts designed to garner additional funding for first source program funding.
- Monitor and report outcomes of all first source recruitment efforts.

When working with local agencies to develop first source hiring agreements, the workforce development board may include a local service provider in the initial conversations to ensure they have the capacity to meet the needs of the job seeker and business customer.

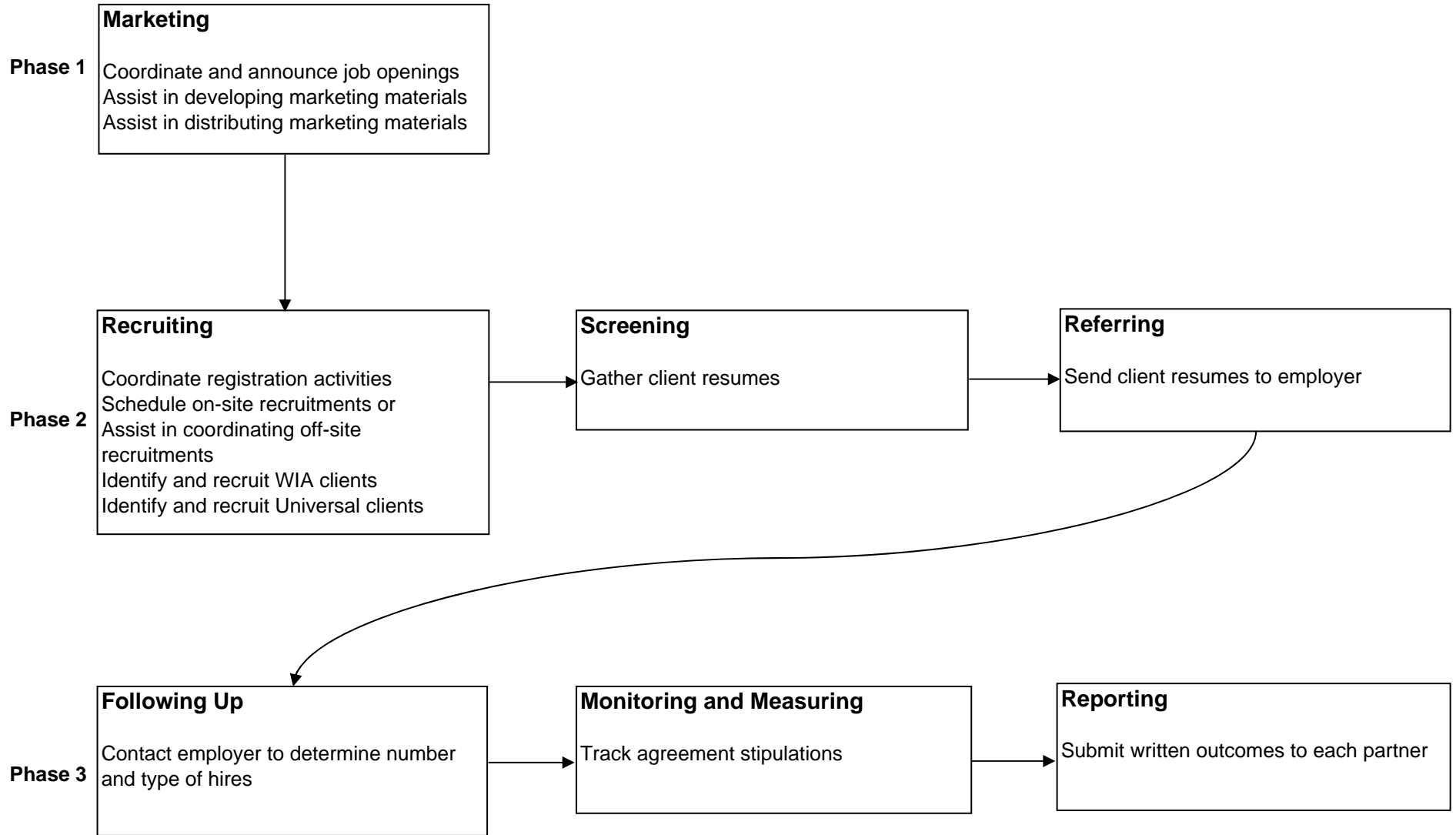
Key components for putting into operation a first source hiring process includes, but is not limited to the following services:

1. **Marketing** - Provide first source program information for job seekers and distribute job openings throughout the targeted First Source Hiring community network.
2. **Recruiting** - Help businesses find the potential applicants for available jobs.
3. **Screening** - Collect resumes of potential job candidates and assess for suitability as appropriate and requested by businesses.
4. **Referring** - Submit job seeker resumes to the employer(s) with relevant First Source Hiring commitments.
5. **Following-up and Tracking** - Maintain data on the referral processes and systems used to help match job seekers with job openings, e.g., job fairs, employer presentations, etc.
6. **Monitoring and Measuring** - Track the movement of the job seekers that were hired to ensure that the commitments in the original First Source Hiring agreement were met.
7. **Reporting** - Provide feedback on processes, procedures and outcomes to the Board and the businesses and other stakeholders as appropriate.

If you have any questions regarding this bulletin, please contact Tracey Brown-Carter at (925) 646-5023.

cc: Stephen Baiter, Administrator, Contra Costa One Stop Consortium/EASTBAY *Works*
 Wendy Therrian, Director, Employment and Human Services Department, Workforce Services Bureau
 Joe Valentine, Director, Employment and Human Services Department
 Linda Palmquist, EDD, WID Regional Advisor

**First Source Hiring Agreement
Career Center Role Responsibility**



**First Source Hiring Agreement
Career Center Role Responsibility**