

ODOT Region 3 Workforce Development Alliance - Draft Plan

08/21/06

Contractor Contact

Contractors will utilize their normal recruitment sources first. The workforce alliance labor pool is a tool to assist contractors if their usual recruitment methods are unable to refer applicants. Contractors working in ODOT Region 3 will have a single point of contact for applicants. Contractors shall contact Milo Salgado, Oregon Employment Department (OED) at (541) 776-6060.

Candidate Screening and Assessment

Purpose

To develop and implement a comprehensive screening and assessment process that will yield a highly skilled and qualified applicant pool of “construction ready” workers.

Process

The following describes the methodology and the operational process that Region 3 will utilize in screening and assessing individuals referred to the region’s qualified labor pool.

Entry

Upon contact with designated workforce partners, program candidates will be assigned a case manager. Candidates will be requested to complete the iMatchSkills registration and One-Stop membership form (see attachment “A”). The assigned case worker or the candidate will enter the membership form information into the iMatchSkills system and GEO, which is a client database system. Entry at all designated workforce partner locations is open to the general public and is considered a core service. Registration into specific programs and services may include additional eligibility criteria.

Coos & Curry Counties

Orientation to a career in the trades will be provided through South Coast Business Employment Corporation (SCBEC) in both Coos & Curry counties.

South Coast Business Employment Corporation
93781 Newport LN / PO Box 1118
Coos Bay, OR 97420
541-269-2013 / 1-800-858-577

South Coast Business Employment Corporation
16399 Lower Harbor RD / PO Box 2338
Harbor OR 97415
541-469-5306 / 1-800-481-5777

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WorkSource Oregon Employment Department
2075 Sheridan AV
North Bend, OR 97459
541-756-8459 / 1-800-872-4942

WorkSource Oregon Employment Department
16399 Lower Harbor RD / PO Box 1982
Brookings, OR 97415
541-469-9836 / 1 800-892-6347

Douglas County

Interested individuals in Douglas County should contact Umpqua Training & Employment (UT&E) Inc. to begin the screening and assessment process.

Umpqua Training & Employment Inc.
760 NW Hill AV / PO Box 1429
Roseburg, OR 97470-0346
541-672-7761

WorkSource Oregon Employment Department
One-Stop Center
846 SE Pine ST
Roseburg, 97470
541-440-3344

Jackson & Josephine Counties

Orientation to a career in the trades will be provided through The Job Council in both Jackson & Josephine counties.

The Job Council
673 Market ST
Medford, OR 97504
541-476-1187

WorkSource Oregon Employment Department
119 N Oakdale AV
Medford, OR 97501
541-776-6070

Each candidate for the labor pool will be tracked throughout the screening and assessment process through both the Oregon Employment Department's iMatchSkills System via the "Construction Ready" flag in iMatch and in GEO via case management reports.

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Orientation

Orientation to a career in the trades may be performed in a one-on-one or group setting. Orientations will be available in both English and Spanish as necessary. Orientation is considered a core service.

During the Orientation process, staff will inform candidates of the opportunities available within construction trades, as well as outlining the OTIA III project. Candidates will be informed of the minimum requirements necessary to participate in the OTIA project as defined by the Region 3 Alliance.

Assessment

Once the candidate has completed the orientation process and has elected to continue, the assessment process will begin. Each candidate will be given a CASAS test to determine their basic reading, math, listening, and writing skills.

In addition, each candidate will complete a self assessment (see attachment "B"). There is no cost to the candidate for the CASAS or self assessment tool.

Once this intake process is complete, the designated case workers will coordinate with the designated OED Specialist to determine whether the candidate meets the minimum qualifications (MQ) for the labor pool.

If the candidate does not yet meet the MQ's for inclusion in the labor pool, the case worker will begin to address any individual barriers that may exist. During this process, the candidate will be referred to appropriate partner agencies for service (see Attachment "C").

Candidates may also be assessed for support services including work clothing, tools, daycare, transportation, etc.

The last step for selection into the qualified labor pool requires all applicants to undergo and pass a drug testing examination. Candidates at this step of recruitment will be informed that the construction industry requires all workers to be drug free. They will be informed that a failed drug test will prevent entry into the Alliance labor pool.

Candidates who fail their test can re-test at an approved site in two months with the cost of re-testing covered by the candidate.

Drug and alcohol testing will occur after candidates have completed all other requirements for entrance into the labor pool.

If candidate meets all the MQ's and passes the drug test, the Case Worker will notify the OED Specialists to activate the "Construction Ready" radio button in iMatchSkills.

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Drug Testing Collection Sites

Coos County

Koastal Screening
1740 Thompson Rd.
Coos Bay, OR 97420
541-269-0534

Curry County

Curry General Hospital
94220 4th ST
Gold Beach, OR 97444 - 7772
541-247-6621

Douglas County

Occupational Medicine
1951 NW Mulholland DR Suite 2A
Roseburg, OR 97470
541-677-7477

OccuHealth

2570 NW Edenbower RD
Roseburg, OR 97470
541-679-2273

Jackson & Josephine Counties

Providence Occupational Health
1390 Biddle RD Suite 101
Medford, OR 97504
541-732-5554

Placement

Once the candidate successfully enters the labor pool, the Case Worker will coordinate direct job placement, apprenticeships, on-the-job training, direct entry – JATC, etc.

Beyond placement, labor pool applicants may also be referred to partner agencies to continue eliminating barriers and ensure retention and upward mobility.

Follow-up/Retention

Follow-up services may include training and supportive services as necessary. Case workers will be charged with ensuring that the right candidate is placed in the right

position. They will keep in constant contact with the placed worker, as well as the contractors, unions, JATCs, etc., to ensure success for the participant and the project.

The follow-up process will also include deployment and re-employment. Once a worker completes a job, they will be re-entered into the waiting labor pool for re-employment as well as seeking employment through the normal dispatch services of their JATC.

Data Management

The Alliance will utilize the GEO Case Management System and iMatchSkills to track candidate and participant progress through the steps outlined above. Each county group within the region will have a case manager responsible for ensuring data is sent to one entity responsible for all data collection within Region 3. Information will be entered into GEO by a regional designee and sent to ODOT.

The identified Case Worker and OED Specialist in each region will be responsible for ensuring compliance with this process.