

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 16-21

Date Released: July 29, 2021

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: July 29, 2021

Subject: Employer Services Input

Applicable Program: All Programs

Revision History: Initial Release

This Operational Directive mandates all Fresno Area Workforce Investment Corporation, Adult, Dislocated Worker and Youth Service Provider staff utilize the I-Train employer maintenance module to document services provided to employers.

The State of California is required to meet performance for Employers under the Workforce Innovation and Opportunity Act's (WIOA) performance indicator, Effectiveness in Serving Employers. To capture this information the Employment Development Department (EDD) requires Employer Services be input into CalJOBS.

To facilitate this function, we expanded the I-Train Employer Maintenance Module to allow for tracking of employer services. We upload the services to CalJOBS each day.

Process Overview

There are two types of services that can be provided to an Employer; 1) A WIOA or other grant funded participant is placed with the employer in a work-based training and 2) A business services staff person provides the employer with assistance.

See page 2 for allowable Employer Services.

Employer Services

Here is the list of employer services that, when provided to an employer, must be input into I-Train;

- Mass Recruitment
- Utilized Fresno4Bbiz (F4B) automated referral system
- OJT
- WEX
- Utilized HR Hotline
- Targeted Training
- Layoff Aversion
- Rapid Response
- Orientation
- Limited Internship
- Provided Information
- Attended BSC Workshop
- Use One-Stop Room
- Sent Resume
- Job Development
- Follow-up
- BWC Facilitated Meeting
- Initial Contact (New)
- WorkKeys® Assessments
- Incumbent Worker Training

Refer to TRN-BSC-001, Employer Services Module User Assistance Guide, for detailed instructions of how to input data to meet the requirements of this Operational Directive.

If there are questions, please contact the Deputy Director of Information Systems.

Attachment:

TRN-BSC-001, Employer Module Assistance Guide