

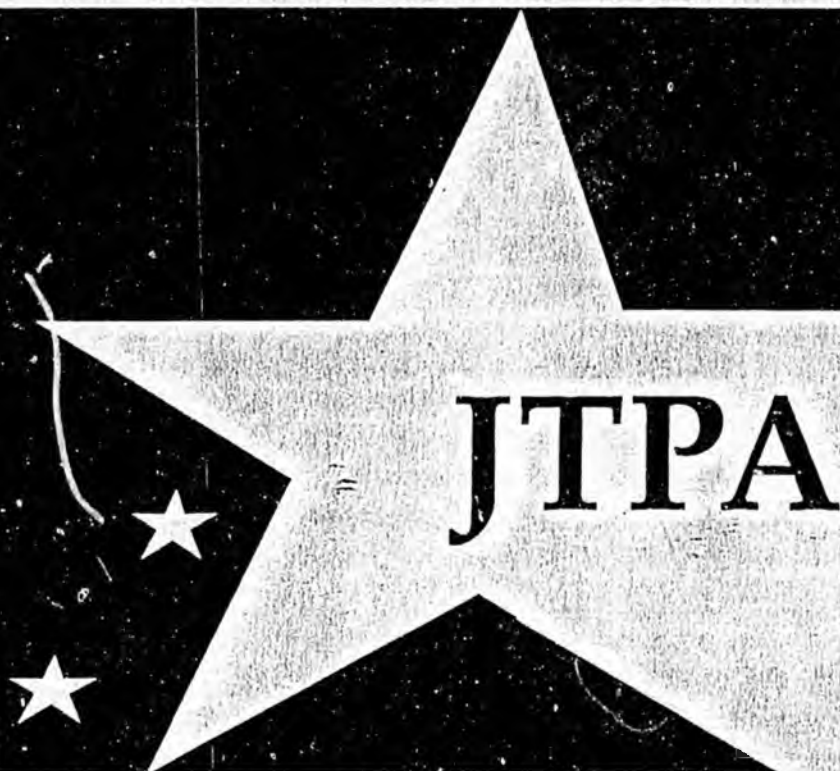
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Alaska Statewide Service Delivery Area

Job Training Plan Summary

Program Years 1988 & 1989



State of Alaska
Steve Cowper, Governor

Department of Community and Regional Affairs
David G. Hoffman, Commissioner

Division of Rural Development
in partnership with

the Alaska Statewide Private Industry Council

March 1988

TABLE OF CONTENTS

SECTION	Page
I. Introduction	1
II. Purpose of Program	2
III. Organizational Structure	3
IV. Activities and Services	3
V. Target Population	12
VI. Performance Goals	13

I. INTRODUCTION

This Job Training Plan Summary represents an abbreviated operational plan for a federal Employment and Training Program. Public Law 97-300, known as the Job Training Partnership Act (JTPA) was enacted in 1982. The purpose of the Act is to establish employment and training programs for youth and unskilled adults that will prepare them for entry into the labor force. Great emphasis is placed on the involvement of private sector employers in the design and implementation of programs. Responsibility for policy and program planning and oversight rests with a Private Industry Council (PIC) that oversees program operations within each Service Delivery Area (SDA).

This Job Training Plan Summary outlines the JTPA programs to be operated within the Alaska Statewide Service Delivery Area during the period July 1, 1988 through June 30, 1990. The Alaska Statewide Service Delivery Area encompasses the entire state exclusive of the Municipality of Anchorage and Mat-Su Borough and the Fairbanks North Star Borough.

Federal funding availability is estimated as follows:

<u>Title</u>	<u>Program Year 1988</u>	<u>Program Year 1989</u>
IIA	\$2,195,115	\$2,160,115
IIB (Summer Youth)	1,023,598	1,039,276
III (Dislocated Worker)	101,300	100,000
3% (Older Worker)	<u>86,690</u>	<u>80,690</u>
Total	\$3,406,703	\$3,380,081

These figures assume allowable carry-in from prior year in addition to new allocations.

The Plan represents the collaborative planning efforts of the Alaska Statewide Private Industry Council and the Rural Development Division which serves as the administrative entity and grant recipient for JTPA funds in the Alaska Statewide SDA.

This summary is being presented to the public and interested parties for an opportunity to review and comment prior to the submission of the final plan that is due on April 11, 1988. Any comments or questions should be received by March 25, 1988 and may be addressed to:

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II. STATEMENT OF PURPOSE

The purpose of this Job Training Plan is to describe both the system and the operational programs and services offered within the Alaska Statewide Service Delivery Area. It is the intent to prepare youth and unskilled adults for entry into the Alaskan labor force and to afford job training to those economically disadvantaged, dislocated workers and other Alaskans facing serious barriers to employment who are in special need of such training to obtain productive employment. All qualified applicants will receive consideration for participation without regard to race, color, national origin, sex, religion, age, physical handicaps, or political affiliation.

This Job Training Plan shall be implemented July 1, 1988 for a period of two years by the Department of Community and Regional Affairs, Rural Development Division, acting as grant recipient and administrative entity under the guidance and oversight of the Alaska Statewide Private Industry Council. The Division has successfully operated programs under this arrangement since 1983. To accomplish the stated purpose, the following mutual goals have been established:

To increase the coordination of resources and programs to the enhance services available to participants. This would include, but not be limited to, facilitating effective linkages between educational facilities and private sector employers and developing effective lines of communication with related agencies and programs to minimize duplication of service and maximize use of existing resources.

To coordinate activities with economic development and growth within the State to maximize real occupational opportunities for training Alaskan participants. This requires making Alaska's private employers more aware of JTPA resources and JTPA more cognizant of private sector employment needs and trends.

The program emphasis will be to create relevant and high quality training programs for occupations that currently have labor demand and where employers are either unable or have difficulty in filling vacancies from the existing local labor pool. Most of the training will be short term in duration and lead to long term permanent jobs. Seasonal or meaningful part-time jobs will be appropriate if location and lifestyle substantiate the stability and desirability of employment in the occupation and for the individual. Use of training funds will not be appropriate in supporting high risk entrepreneurial ventures, however training relating to or supporting entrepreneurship will be considered and encouraged where it has demonstrated community and financial support and reasonable market prospects. Whenever possible training should result in unsubsidized jobs within the private sector.

III. ORGANIZATIONAL STRUCTURE

The management and operational structure for the Alaska Statewide Service Delivery Area is organized as a unit within the Rural Development Division, Department of Community and Regional Affairs. There is a central planning and program management office located in Juneau. This is staffed by a Program Coordinator, a Grants Administrator and a Community Development Specialist II. A Statistical Technician and Administrative Assistant located in the Central Information Unit (CIU) in the Juneau Central office provide support in the Management Information System (MIS) functions, purchasing, archiving, fiscal and contract tracking, council activities, report generation and other technical and clerical assistance. Typing and basic clerical support is provided by the Clerical Unit in the Central Juneau office through a two shared Clerk Typists.

Regional Offices in Juneau, Anchorage, Fairbanks, Nome, and Bethel are organized to provide direct and responsive program delivery within each of their respective districts. These Regional Offices are also involved in the administration of several other human service/development programs offered by the Rural Development Division. These include Rural Economic Development Initiative (REDI) Grants, Housing Loan Assistance, Energy Conservation, Weatherization, and select Legislative Grants. This arrangement affords an excellent opportunity to coordinate resources at the delivery level.

The Private Industry Council is comprised of 15 individuals from across the state and represents private business, educational agencies, labor organizations, the employment service, economic development agencies and community-based organizations. Providing policy guidance and oversight, the Alaska Statewide Private Industry Council is an active partner with the Department of Community and Regional Affairs in this employment and training system. Members are appointed by the Governor.

IV ACTIVITIES AND SERVICES

The Statewide SDA provides a comprehensive array of services and activities to participants through Title IIA, IIB, III, and the 3% Older Workers set-aside.

Title II, Part A - Adult and Youth Programs: The primary objective of this program is to train income eligible participants for and place them in unsubsidized private sector jobs. Special emphasis is placed on assisting youths, school dropouts, single parents and welfare recipients. Approximately 40% of the IIA funds will be expended on eligible youth ages 14-21.

Title II, Part B - Summer Youth Employment and Training Program: The focus of the Summer Youth Program is to increase the employability of youth through summer work experience opportunities, basic skills training and through other training and supportive services which will lead to employability enhancement.

Title III - Dislocated Worker Program: The Dislocated Worker Program attempts to address the special needs of workers who lose their jobs through industry failure and/or economic decline and are unlikely to return to their former occupation. The main objective is similar to that under Title IIA, to assist eligible individuals in preparing for and regaining meaningful employment.

3% Older Worker Training Program: Three percent of all Title IIA program funds are set-aside for targeted or special programs for older workers. To qualify, a person must be at least 55 years of age and economically disadvantaged. The purpose of the program is to provide outreach and job training services for the older worker which will lead to placement in unsubsidized employment. The program will be considerate of the special needs of this group and encourage flexibly scheduled and meaningful part time work opportunities.

The Statewide SDA will integrate programs and services when appropriate under all these Titles as delivered through the regional office structure.

These services and activities may be conducted independently or combined in programs designed for such purposes as advanced career training, apprenticeship preparation, employment obtaining and retraining skills development, special youth programs, or other purposes that meet local labor market needs.

Employment and training services and activities available to participants include:

Institutional Skills Training - Training conducted in a classroom or other "institutional" setting for which the curriculum is based on the general needs of a specific occupation, rather than the specific needs of a particular employer or general educational needs of a particular participant. Training is conducted in a controlled, educational environment with a planned outcome of basic proficiency in or knowledge of a specific occupation. Training may occur at post secondary institutions, technical and vocational institutions, private learning centers, and community-based organizations.

Approaches to this type of training may include class-sized training conducted as whole class units, usually with fixed starting and ending dates and specific class members identified at the beginning of the course; multi-occupational training conducted in a facility such as a technical or vocational school in which training is individualized and usually on an "open entry/open exit" basis allowing the student to proceed at his or her own rate or remain longer in order to achieve a higher skill level; and individual referral for training on a case by case basis and using any available institutional skill training resources in the area singly or in combination.

Job Development - Services provided by SDA staff consisting of locating appropriate jobs and convincing employers to fill them with JTPA applicant referrals. Job development may include personalized employer contacts and presentations to groups of employers, advertisement, community wide public relations campaigns, or other sales techniques to promote the matching of JTPA participants with appropriate jobs. Such services may be provided to a participant at any time during training and for up to sixty days after completion of training and prior to termination.

Job Search - A group of activities, including job development, designed to assist participants in independently seeking work. Activities may consist of helping participants identify and use job vacancy and referral resources such as classified ads and public and private employment agencies, instruction in completing job applications, use of public transportation, interviewing skills, etc. Job search assistance may be provided at any time as appropriate during training and up to sixty days after completion of training to participants who, because of lack of experience, confidence, or other potential hindrances may have difficulty in obtaining employment in spite of their acquired skills.

On-the-Job Training - Training provided by employers at their business site in which the participant is employed and gaining job skills proficiency and experience while on the job. Employers make a firm commitment to hire participants who successfully complete training and to provide the necessary training to participants during the term of the OJT agreement. As compensation for the extraordinary cost of hiring and training unskilled individuals, employers are reimbursed up to and including fifty percent of the cost of the participant's wages for the duration of the OJT training period. Wage cost.

reimbursement to the employer will not exceed fifty percent of the total wages paid to the participant during the OJT period, but reimbursement schedules may be designed so that a higher rate is in effect during the first part of the training and a lower rate is in effect during the latter part of the training period. The maximum allowable training period during which employers may be reimbursed for wages is computed by determining the appropriate occupational code for the training position using the Department of Labor's Dictionary of Occupational Titles (DOT), then locating the estimated training level for that occupation in the Specific Vocational Preparation Estimated for Occupations in the U.S. Department of Labor (DOT) (SVP). The SVP level is converted to maximum hours in accordance with SDA established policies.

Supportive Services - The following services may be provided to participants when determined as necessary to enable them to participate in training activities under this Plan:

- Short term child care
- Transportation expenses
- Lodging and meals expenses
- Minor medical/dental services when deemed necessary for person to participate in JTPA or retain a job
- Tools, workclothes, uniforms, safety equipment, etc. necessary to participate in training and perform duties on the job

Supportive services may be provided to participants during training and up to sixty days following completion of training and prior to termination. Efforts will be made to secure these services through linkages and coordination with other agencies and providers within the service area whenever possible.

Work Experience - This activity consists of providing paid work for purposes of developing general work habits, attitudes, and skills and may be conducted with the participant placed at a governmental or private non-profit work site as a "guest worker" or with the participant placed on a work crew engaged in a community improvement project. Compensation is provided to the participant at the prevailing minimum or entry level wage. Work experience will not be conducted with private-for-profit employers.

Limited Work Experience - Limited work experience will be offered in certain situations where it is an appropriate supplemental activity. To qualify as a limited work experience, the following requirement will be met:

The participant cannot be enrolled in Limited Work Experience for more than six months, this period to be calculated in calendar days from the date of enrollment in the work experience program;

The participant cannot be enrolled in any other work experience activity following participation in a Limited Work Experience program;

The participant must be simultaneously participating in classroom or other training activities;

The combination of work experience and other training activities must be preplanned and described in an Employability Development Plan signed by the participant prior to enrollment in the Limited Work Experience program, and;

Compensation to participants in the work experience activity does not exceed the prevailing entry level wage for the same occupation in the same labor market.

The percentage of time spent in the work experience component of a Limited Work Experience program should not exceed fifty percent, however, mix can be daily, specified days within a week, or by alternating weeks as determined most feasible in the Employability Development Plan. The other training activity or activities which can be combined with the work experience component are institutional or classroom skills training, remedial education and basic skills training.

Upgrading - Training for eligible individuals who are employed in entry level or low paying jobs with little or no opportunity for advancement. Activities are designed to equip the participant to advance to a better paying, more responsible position with his or her employer. Participants in upgrading programs are those who cannot achieve such advancement without outside intervention and training. Employability Development Plans for such participants will identify the barriers to employment or advancement and outline a training approach to overcome them. Approaches to upgrading may include, but are not limited to, institutional skills, on-the-job, remedial education, and basic skills training.

Retraining - Training for currently or previously employed individuals who are about to be laid off or have been laid off and are unlikely to find other employment in their current occupation. Program activities will be designed to assist participants in acquiring occupational skills for which there is a labor market demand and may include, but are not limited to, institutional skills, on-the-job, remedial education, basic skills, and job search training, job development, and supportive services.

Vocational Exploration - This activity will provide individuals having little or no experience in the labor market with a broader occupational knowledge so they have a better understanding of the options available to them and can make more informed vocational decisions. Youth are the most likely to benefit from this training, however some older individuals who have not been in the work force may also be eligible. Activities will expose participants to several occupations or occupational clusters and can include classroom instruction, lectures, visits to work sites, short term assignments with employers, condensed instruction at vocational training centers, or other activities which inform participants about the tools and skills necessary for various occupations. The short term work assignment activity, for which participants may receive compensation, will be of adequate duration to allow participants to attain a basic understanding of the occupation(s), but not lengthy enough for the participant's presence at the job site to substantially benefit the employer. This activity is not intended to provide participants with higher employment or income; compensation is provided in order that the work assignment simulate an employment situation. This activity is generally incorporated in the youth competencies program as a method of obtaining work maturity skills.

Industry Specific Training - A training package that is tailored to meet the needs of a specific industry in which the industry would be closely involved in design and operation. The focus is economic development: retaining in or attracting to the service delivery area high growth industry through the availability of trained, qualified employees. Such a program would not require firm employer commitments to hire specific graduates, however participants must have a reasonable expectation of employment within the industry upon successful completion of training. Industry specific training would be closely linked to local economic development activities.

Customized Training - A training program similar in design to industry specific training, but intended to meet the specific needs of a particular employer or group of employers, rather than an industry as a whole. This type of highly specialized training program would require a firm commitment by the employer to hire participants who successfully complete training.

Job Counseling - The SDA will, as appropriate, provide assistance to participants in assessing skills and capabilities, identifying JTPA participation objectives, and developing an employability plan for achieving those objectives. Job counseling responsibilities also include overseeing the participant's enrollment, training assignments, completions, and termination for consistency with the employability plan.

Outreach - Activities to inform planned beneficiaries of the program of the availability of services include media and newspaper advertisement and public service announcements, posters, interagency agreements for referrals, and informational exchanges with other service agencies that may have contact with potentially eligible individuals who might benefit from JTPA services.

Follow-up Services - Participants placed in unsubsidized employment are contacted at some point (generally 90 days) following placement for purposes of determining their current employment status, discussing any difficulties they may be experiencing in obtaining or retaining a job, and assessing their need for additional or ongoing services. Follow-up services are considered an adjunct to job counseling and essential to determining the effectiveness of the training provided by the SDA and its vendors. Follow-up may be conducted in person, by telephone, or by mail.

Pre-Employment Work Maturity Youth Competencies - The Alaska Statewide SDA has established special youth programs and a competency system for the Pre-employment/Work Maturity Skills competency area so that youth may receive credit for marketable skills achieved in the program. Under this concept employers are defining private sector needs concerning worker skills and characteristics, reducing their screening and training costs and assuring a better prepared employee.

Basic Skills Youth Competencies - In 1987, the Alaska Statewide Private Industry Council adopted a Basic Skills Competencies System for Youth. The purpose is to provide training in basic skills, which were defined as reading, math and written communication to those participants with identified deficiencies and to do so in a way which will demonstrate the importance of basic skills in employment and daily living situations. Priority for service will be given to those who are out of school. Expected outcomes for basic skills training participants will be academic improvement and increased employability, unsubsidized employment or preparation for occupational skills training.

The SDA requires that youth competency systems operated by service providers include the following elements in order for the termination from such a program to be reported as a competency attainment:

The skills to be attained conform to the PIC-recognized competency statements for that competency area, i.e., preemployment/work maturity, and basic skills;

Assessment of participants prior to enrollment to determine deficiencies in competencies for which training is needed;

Statements of skills attainment in measurable, quantifiable terms;

Documentation of skills attainment through Employability Development Plans that assign participants to appropriate learning activities;

Evaluation and substantiation of competency attainment through postprogram testing or assessment;

Award of certificate of completion and competency attainment to participants.

To meet some of the special needs of eligible youth the Statewide SDA will offer, in addition to the preceding activities, the following program models:

Pre-Employment Skills Training - This prevocational program for youth and individuals ages 14 and 15 will prepare participants for vocational decision making, job seeking, self-sufficiency, and entry level employment. Participation in such a program is limited to two hundred hours. The focus will be on inschool youth with

the intention of early intervention for those who may be at risk in the labor market through failure to meet established academic standards or the possibility of dropping out of the education system altogether. Activities may include any or all of the following:

- assessment, testing, and counseling
- occupational career and vocational exploration, including short term work assignments
- job search assistance
- job holding and survival skills training
- basic life skills training
- remedial education
- labor market information
- job-seeking skills training

The Pre-employment Skills/Work Maturity Competencies approved by the Private Industry Council meets the requirements of this program model.

Entry Employment Experience - This program will assist youth in developing work habits, familiarize them with the workplace environment, and give them actual employment experience. Participants must meet Title IIA eligibility criteria and additionally:

- have completed preemployment skills training or its equivalent
- have not recently held a regular part-time or summer job for more than 250 hours of paid employment, and
- are enrolled in a secondary school or institution offering a certified high school equivalency program and are meeting or have met the minimum academic and attendance requirements of that school or program during the most recent term

Two types of entry employment experience may be offered:

- full and part-time employment with public and private non-profit agencies in which the participant will be engaged in community improvement services. There is no expectation that participants will be employed by the agency upon completion of the training activity.
- employment with private-for-profit businesses in positions for which the participant would not normally be hired. It is expected that employers will hire participants upon successful completion of training; however a firm commitment to hire is not a prerequisite as it is with on-the-job training.

V. TARGET POPULATION

The SDA proposes to serve specific targetted segments of the eligible population at certain levels approximating their incidence in the overall eligible population.

<u>Title II</u> -		Program Year 88	Program Year 89
1.	Number (and Percentage) of Estimated Economically Disadvantaged Population Within SDA	SDA Goal for <u>Terminations</u>	SDA Goal for <u>Terminations</u>
Eligible Population	25,056 (100%)	830 (100%)	905 (100%)
Female	12,722 (51%)	373 (45%)	407 (45%)
14-15 Year Olds	1,477 (1%)	63 (7.6%)	69 (7.6%)
Black	[8 (1%)	9 (1%)
Hispanic	[1,174 (4.6%)	12 (1.5%)	14 (1.5%)
Asian	[16 (2%)	18 (2%)
Alaskan Native	14,110 (56%)	467 (56.3%)	510 (56.3%)
School Dropout	9,654 (38%)	165 (20%)	181 (20%)
Student	2,761 (11%)	279 (33.6%)	304 (33.6%)
High School or above	10,439 (41%)	346 (41.7%)	377 (41.7%)
Handicapped*	6,811 (28%)	146 (17.6%)	159 (17.6%)
Welfare Recipient**	12,723 (51%)	181 (21.8%)	197 (21.8%)
UI Claimant	7,086 (28%)	83 (10%)	90 (10%)

* Includes Non-Economically Disadvantaged Individuals

** Includes Food Stamp Recipients

Title IIB - In Program Year 1988, it is estimated that 850 youth, ages 14 thru 21 will be served in the Summer Youth Employment Program. In Program Year 1989, service should be approximately the same.

Title III - In program year 1988, it is estimated that 48 Dislocated Workers will be served in the Title III program. Barring receipt of additional or discretionary Title III funds, a similar level of enrollments will be projected in 1989.

3% Older Workers - In program year 1988, it is estimated that 40 participants, 55 and older will be served by the 3% Older Workers Program. In Program Year 1989, the estimated number of participants is 38.

VI. PERFORMANCE GOALS

The following reflect the SDA's performance goals for the Title IIA program for program years 88 and 89. (The specific Performance Standards as represented here do not apply for the other title programs, hence their omission from this section).

Performance Category	<u>PY 88</u>	<u>PY 89</u>
Adult Entered Employment Rate	68.2%	68.5%
Average Wage at Placement	\$7.50	\$7.75
Welfare Entered Employment Rate	60%	60%
Cost per Adult Entered Employment	\$4300	\$4300
Youth Entered Employment Rate	29.1%	30%
Youth Positive Termination Rate	75.2%	76%
Cost per Youth Positive Termination	\$2500	\$3000