

DEC 17 2018

DIRECTIVE:	JOB CORPS ePRH CHANGE NOTICE NO. 18-06
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps



SUBJECT: Electronic Policy and Requirements Handbook Revisions to Change
Minimum Staffing Requirements

1. Purpose. This notice describes revisions to Job Corps' Electronic Policy and Requirements Handbook (ePRH) regarding Job Corps' staffing requirements. These revisions eliminate the phase out of the Residential Advisor, Senior Residential Advisor, Residential Supervisor, and Residential Manager positions. This revision is effective immediately and is applicable to all Job Corps operations contracts. Further guidance on specific Job Corps contracts will be forthcoming.

2. Background. Job Corps PRH Change Notice No. 16-16, dated June 7, 2017, established the Residential Counselor, Senior Residential Counselor, Counseling Manager, and Counseling Supervisor positions. These positions, which were intended to be phased in with the issuance of new center contracts, require additional education and experience beyond the prior qualifications for a Residential Advisor, Senior Residential Advisor, Residential Supervisor, and Residential Manager, which were intended to be phased out.

Maintaining a safe and secure living environment, operating a quality of residential management, and providing oversight remains a top priority for Job Corps. This new policy announced today provides Job Corps operators with increased flexibility to accomplish this goal by using any of the available staffing options, including the Residential Counselor, Senior Residential Counselor, Counseling Manager, Counseling Supervisor, Residential Advisor, Senior Residential Advisor, Residential Supervisor, and Residential Manager positions as they determine appropriate to ensure a safe and secure living environment for the center. This Notice revokes the phase out of the Residential Advisor, Senior Residential Advisor, Residential Supervisor, and Residential Manager positions from being available to operators as a way of accomplishing this priority. Center operators will have the flexibility to determine which positions best fit the needs of their individual centers and the students served. Center operators remain responsible for maintaining a safe and secure living environment, adequately managing and supervising dormitory living and conducting necessary social development training.

DOL is modifying the previous PRH policy phasing out the Residential Advisor and related positions because it has determined that the impact and cost of requiring additional and unnecessary education and experience has outweighed any benefits that DOL may have received from the change. The previous PRH policy resulted in operators removing experienced residential staff who had been successfully meeting performance expectations from their positions in the Job Corps program as well as increased the difficulty in filling dormitory positions. In addition, given the unnecessary credential requirements, the previous PRH policy resulted in increased cost of center operations. We have not identified any significant improvements to the quality of residential management and oversight as a result of the previous policy change. DOL has concluded that center operators should have the flexibility to staff centers that they are contracted to operate.

3. Explanation of Change(s).

Section 3.5: EVALUATION OF STUDENT PROGRESS

- Footnotes 1 and 2 are removed.

Section 5.2: PERSONNEL

- The parenthetical note regarding staff waivers is deleted from R4.b.1.
- Footnotes 1, 2, 3 and 4 are removed.

Section 5.15: SAFETY INSPECTIONS, OBSERVATIONS AND OSH PROGRAM REVIEW

- Footnotes 1 and 2 are removed.

Section 6.11: HEALTH RELATED PROGRAMS

- Footnotes 4 and 5 are removed.

Exhibit 5-3: Exhibit 5-3: MINIMUM STAFF QUALIFICATIONS

- Footnotes 1, 2, 3, 4, 5, 6, 7, and 8, are removed.

Exhibit 5-4: REQUIRED STAFF TRAINING

- Footnotes 1 and 2 are removed.

Exhibit 5-13: 2110s REPORT FOR STAFF VACANCIES

- Footnotes 1, 2, 3 and 4 are removed.

Appendix 501a: POLICIES AND PROCEDURES FOR JOB CORPS' PY 2018 PMS – CENTER OMS

- Footnotes 2 and 3 are removed.

Appendix 502: FINANCIAL MANAGEMENT FOR CENTER CONTRACTS

- Footnotes 1, 2, 3 and 4 are removed.

Appendix 509: FINANCIAL MANAGEMENT FOR CCCS

- Footnotes 1, 2, 3, and 4 are removed.

Appendix 604: JOB CORPS CHILD DEVELOPMENT PROGRAMS

- Footnotes 1 and 2 are removed.

Appendix 609: INDIVIDUALIZED ASSESSMENT OF POSSIBLE DIRECT THREAT

- Footnotes 1 and 2 are removed.

4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate personnel.
5. Effective Date. Immediately.
6. Inquiries. Direct inquiries to Stephanie Fichter at fichter.stephanie.a@dol.gov.
7. ePRH Web site Access. This Change Notice and revisions to the ePRH are available on the ePRH Web site at <https://eprh.jobcorps.gov>.