

February 12, 2002

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 01- 17
--

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
 National Director
 Office of Job Corps

SUBJECT: Targeted Salary Increases at Contract Centers

1. Purpose. To implement a process at contractor-operated centers that will lead to budget adjustments that are intended to achieve competitive salary levels for instructors, residential advisors, security guards/officers, and their immediate supervisors. I would especially like to emphasize the importance of achieving salary parity and stability of employment in the ranks of our security staff.
2. Background. The quality of services at many contractor-operated centers continues to remain below optimal levels due to high staff turnover and vacancy rates. Funding in the current year's appropriation (PY 2001) is not adequate to provide adjustments for all staff positions, but is adequate to remedy salary scale insufficiencies for the staff positions identified above. The present exercise will lead to salary adjustments for targeted positions that will go into effect as early as April 2002. Also in April 2002, a second exercise will be launched that will encompass all remaining staff positions at contractor-operated centers. In PY 2002 and PY 2003, funding will be available to address salary scale insufficiencies in all remaining staff positions at contractor-operated centers; and the second exercise will be scheduled so that further salary adjustments can be made effective as early as July 2002.
3. Scope. This exercise applies to all contractor-operated centers and the contractor organizations.
4. Immediate Actions Required. Center contractors are required to prepare the attached worksheet for each of their centers and to submit the completed worksheets to the Job Corps National Office by March 8, 2002. The worksheets are in spreadsheet format, both Quattro Pro and Excel. They should be submitted as e-mail attachments to the following email address: sputerbaugh@doleta.gov. Contractors should also send copies of the worksheets to the cognizant regional offices for informational purposes.

Centers whose worksheets indicate they are in line for budget increases should also prepare and submit a narrative action plan which describes the measures that will be taken to ensure that salary increases for individual employees occur based on qualifications and performance. The plan should also include information on how issues such as high turnover and recruitment of well-qualified staff, as well as staff training and development, will be addressed at each center. With respect to the residential advisor (RA) category, operators are encouraged to build a RA staff of which 50% or more hold at least an associate degree. Action plans should be submitted to the cognizant regional offices by March 15, 2002.

5. Preparing for Later Implementation of Salary Adjustments. The approved dollar allocations for targeted salary adjustments at each contract center will be issued to regional offices and operators in late March 2002. Regional staff and contractors should be prepared to negotiate and execute contract modifications around that time. Regions should strive to issue contract modifications for appropriate increases in estimated cost effective April 1, 2002.

It is likely that available funds will be adequate to achieve the “Rocco-recommended” averages for the targeted positions at each center. Please note, however, that the Rocco-recommended average salary levels shown on the attached spreadsheet are not considered mandatory. Regional offices and operators are allowed reasonable discretion to arrive at specific salary increases and fund allocations that are most appropriate to the conditions and needs at each center. This includes minor shifting of funds from one targeted position category to another. This also includes, on a short-term or temporary basis, using a portion of any budget increase for staff training and development.

Further, as suggested in the preceding section, there should be no expectation that across the board salary increases should be given to each and every current employee in the targeted positions. Salary increases to individuals should be commensurate with the individual’s qualifications and performance. DOL is adjusting personnel budgets, not salaries of individuals.

6. Use of Quattro Pro or Excel Spreadsheet. This Program Instruction requires that data be reported using an electronic spreadsheet. The required spreadsheet format, containing important pre-loaded data, is attached in both Quattro Pro and Excel. Detailed instructions for using the spreadsheet are contained on the second page (tab) of the spreadsheet. The instructions are also provided in Word Perfect and Word. It is recommended that the first step be to print and read these instructions carefully.

7. Expiration Date. Until superseded.

8. Comments and Inquiries. Direct any comments or inquiries to Steve Puterbaugh at (202) 693-3126, or email to sputerbaugh@doleta.gov

Attachments

A - Spreadsheet with Embedded Instructions provided in both Quattro Pro and Excel

B - Spreadsheet Instructions (Word/ WordPerfect)