

July 22, 2003

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 03-01
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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: Outreach and Admissions and Career Transition Services Staff
Compensation Increases

1. Purpose. To implement a process for Outreach and Admissions (OA) contracts, Career Transition Services (CTS) contracts, and OA/CTS services being performed at/by contractor-operated centers that will lead to budget adjustments that are intended to achieve competitive compensation levels for admissions managers, admissions counselors, career transition managers, placement/employment specialists, career transition specialists, career development specialists, clerical support staff, and OA/CTS support staff. Emphasis is placed on the importance of achieving competitive compensation levels and stabilizing employment within the career transition staff.

2. Background. The quality of OA/CTS services continues to remain below optimal levels due to high staff turnover and vacancy rates. Funding in the PY 2003 appropriation request is adequate to remedy salary scale insufficiencies in the staff positions identified above. The present exercise will lead to staff compensation adjustments for targeted positions that will go into effect October 1, 2003.

3. Scope. This exercise applies to all OA/CTS contractors, contractor-operated centers performing OA/CTS services on center, and OA/CTS support contractors.

4. Immediate Actions Required. Contractors are required to prepare the attached worksheet for each of their OA/CTS contracts/centers and submit the completed worksheet(s) to the Job Corps National Office by August 7, 2003. The worksheets are in Excel spreadsheet format. They should be submitted as e-mail attachments to the following e-mail address:

conboy.chris@dol.gov. Contractors should also send copies of the worksheets to the cognizant regional offices for informational purposes.

Contractors whose completed worksheet(s) indicate that they are due budget increases should also prepare and submit a narrative action plan which describes the measures that will be taken to ensure that staff compensation 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 for each contract. Plans should be submitted to the cognizant regional office by August 14, 2003.

5. Preparing for Later Implementation of Compensation Adjustments. The approved dollar allocations for OA/CTS staff compensation adjustments for each contract will be issued to the regional offices and operators in mid September 2003. Regional staff and contractors should be prepared to negotiate and execute contract modifications around that time. Regional offices should strive to issue contract modifications effective October 1, 2003, for the appropriate increases in estimated cost.

6. Use of 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 Excel. Detailed instructions for using the spreadsheets are provided in a separate Microsoft Word file. Please read the instructions before attempting to use the Excel spreadsheet.

7. Expiration Date. Until superseded.

8. Comments and Inquiries. Direct any comments or inquiries to Tina Hess-Williams at (202) 693-3125, or email to hess-williams.Tina@dol.gov; or Chris Conboy at (202) 693-3093, or email to conboy.chris@dol.gov.

Attachments:

A – Excel Spreadsheet

B – Spreadsheet Instructions