June 15, 2018

TO: Career Education Dean

FROM: Chito Gutierrez, Director of Operations
          The Foundation for Grossmont & Cuyamaca Colleges

Regional Strong Workforce Program Scope of Work for Job Placement Case Management

Please complete the form attached with the details on your SWP Project Plan. This will be used as a scope of work for the contract with your college. This is also the information needed to submit a Strong Workforce Plan in the statewide system NOVA. Due date for this response is September 1, 2018.

If you have questions about this request, feel free to contact Mollie Smith at mollie.smith@gcccd.edu or (619) 644-7815.

Regional Strong Workforce Project
Scope of Work
Project: Job Placement Case Management

<u>**Purpose of the Project**</u>:

The purpose of this project is to establish work-based learning and job placement functions at each college that will provide all students with a continuum of critical experiences and support to deepen classroom learning and facilitate employment. **This RFA is specifically to hire a full-time case manager for the function of job placement at each of the ten community colleges.** The SWP funding is performance-based and this project in particular is designed to impact the following metrics:

- Number of students employed second fiscal quarter after exit
- Number of students employed fourth fiscal quarter after exit
- Number of students employed in a job closely related to field of study
- Median earnings in the second fiscal quarter after exit
- Median change in earnings
- Attained a living wage.

<u>**Requested Scope of Work**</u>:

Employment placement is the function that supports students in identifying and securing jobs. This RFA is for the function of coordinating job placement at each of the ten community colleges, within the context of the work-based learning, job placement, and employer engagement activities.

This funding is for a new full-time position and may not be used to supplant any existing positions or resources. This is an annual allocation to the college from regional SWP funding and is contingent upon successfully reaching the outcomes. **Strong Workforce Program funding is ongoing categorical funding contingent upon performance.** The job functions will include:

<u>Assessment</u>
- In the context of implementation of the WBL&JP Workgroup Action Plan, work with CE staff from each of the ten regional colleges to ascertain the need for employment placement services at each campus, including outreach to students to solicit input on the need for placement services, and specifically, the kinds of services needed (ranging from resume review to coaching and support for access to job placement technology tools).

<u>Development</u>
- Work with the WBL&JP Workgroup to help identify and adopt resources to facilitate implementation of job placement services at the ten regional colleges.

<u>Planning and work flow development</u>
- With the WBL&JP Workgroup, establish a work flow, including: ongoing communications/marketing (with faculty and students); ongoing needs assessment (with

faculty, CE staff, and students); coordination with work-based learning functions to facilitate the connection between internships or co-ops and jobs (e.g. coaching of students on securing paid employment based on their WBL experiences, identifying students for case management, etc.); job development (with job developers and DSNs); placement functions (with students); analysis of available WBL and job placement data to improve outcomes; and reporting, harnessing technology when available and as appropriate.

Implementation

- Work closely with the Employer Engagement and Work-based Learning and Job Placement Workgroups, regional job developers, and Deputy Sector Navigators (DSNs) to identify and post WBL and job opportunities.
- Communicate WBL and job opportunities to faculty and CE staff; work with faculty and CE staff to offer WBL and job opportunities through their classes, or upon completion of classes/programs, as appropriate.
- Coordinate with work-based learning staff to facilitate the connection between internships or co-ops and jobs (e.g. coaching of students on securing paid employment based on their WBL experiences, identifying students for case management, etc.)
- Conduct outreach to specific deans and faculty based on regional Employer Engagement priorities and availability of opportunities.
- Work with CE staff to communicate the availability of opportunities to students directly.
- Work with the WBL&JP Technology Sub-group to implement technology solutions for WBL and job placement, including assisting with piloting, tracking pilot results, and making recommendations for system development and improvement.
- Analyze available WBL and job placement data to improve outcomes.
- Manage placement processes (both manually and online, as appropriate).

Reporting and improvement

- Manage reporting of results to deans, faculty, administrators and DSNs, as well as regional leadership through the WBL&JP Workgroup.

Which Task Force Recommendations does this meet?

2. Student Success: Improve CTE student program and outcomes.

Regional Strong Workforce Implementation Recommendations:

5. Applied and work based learning
  5.1   Rigorous applied and work-based experiences for all
  5.2   Applied learning strategies integrated into coursework
  5.3   Continuum of work-based learning for all
  5.4   Embedded practice-based experiences
  5.5   Industry-informed projects to address transportation issues
  5.6   Regional approach

5.7   Engagement with the Workforce Development Council to identify regional employer resources by sector

5.8   Coordination with faculty to support and expand upon employer contacts

5.9   Adequately resourced and coordinated employer engagement

5.10   Assessment and measurement

8. **Employment preparation**

8.1   Comprehensive and coordinated employment preparation and job placement

8.2   Staffing for employment preparation and job placement

8.3   Tracking and dissemination of employment data

PLEASE FILL IN THE HIGHLIGHTED SECTIONS BELOW

Description: *(Please describe how your college will integrate this position at your college? How does this position fit into your Guided Pathways model on your campus?)*

Industry Sector: All sectors

Start date: July 1, 2018

End date: June 30, 2019

Lead Institution:

What needs motivate this project and how will the project address these needs? *(Note, these needs will serve as the basis for the metrics proposed below.)*

Target Population: *(What is your target population for employment placement? Who will you reach out to?)*

Action Plan

What are the major activities and outcomes? *(Please complete the following action plan with the timeline or due date.)*

Action Plan		
Major Activities	**Timeline or Due Date**	**Major Outcomes**
Submit a job description to the designee on this RFA.	09/01/2018	
Hired a full-time job placement case manager.	06/30/2019	

Investment Plan: *(Please explain how this project will be implemented, and how it will impact the SWP metrics and students on your campus.)*

Strong Workforce Metrics and leading Indicators that you expect to impact with this project, with Baseline & Baseline Year: *(SWP metrics are listed on the last page of this document)*

Relevant Strong Workforce Metric: *(e.g., number of students placed in jobs)*

Relevant Leading Indicators: *(e.g., number of students participating in WBL; number of students completing job search workshops, etc.)*

Recommendations for Next Steps: *(Please describe what the next phase of work will include, (e.g., implementation) and the types of indicators you will use to mark progress toward the Strong Workforce goals (e.g., numbers of students to be served through tutoring programs))*

Responsible Person and Contact Information:

      (Name):
      (E-mail):
      (Phone #):

Participating Institutions:

Total budget: $150,000

Budget Breakdown:

Object	Classification	List of Budgeted Expenses	Total
1000	Instructional Salaries		
2000	Non-instructional Salaries		
3000	Employee Benefits		
4000	Supplies and materials		
5000	Other Operating Expenses and Services		
6000	Capital Outlay		
7000	Other Outgo		
		Total Program Costs	

Indirect is not permitted on this project.

If you have questions about the grant or this request, feel free to contact me at chito.gutierrez@gcccd.edu or (619) 644-7597.

Due Date: Funds for this project will be released to your campus as soon as we have received the job description. **The full-time position should be hired by June 30, 2019.**

Strong Workforce Program Metrics

- Number of course enrollments

- Completed 12+ CTE units in one year

- Completed 48+ CTE contact hours in one year

- Number of students who got a degree or certificate

- Number of students who transferred

- Employed in the second fiscal quarter after exit

- Employed in the fourth fiscal quarter after exit

- Job closely related to field of study

- Median earnings in the second fiscal quarter after exit

- Median change in earnings

- Attained a living wage