



# COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



## WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: November 2, 2018

NUMBER: WDP D18-21

### LOS ANGELES COUNTY AMERICA'S JOB CENTERS OF CALIFORNIA EDITORIAL ACCOMPLISHMENTS AND SUCCESS STORY REPORTING PROCEDURES AND REQUIREMENTS

#### EXECUTIVE SUMMARY

Workforce Development, Aging and Community Services' (WDACS) mission is to provide quality workforce development programs to the residents and businesses of Los Angeles County, and the America's Job Centers of California (AJCCs) are at the forefront of this mission. In order to demonstrate excellence in the provision of workforce development services, WDACS AJCC Operations and Economic and Business Development are requiring that LA County AJCCs submit written editorial accomplishments and success stories.

AJCC reporting of editorial accomplishments and success stories will allow WDACS and the Los Angeles County Workforce Development Board (WDB) to inform our Community, Partners, and County Leaders about Los Angeles County's AJCC System by highlighting its many successes and the fundamental aspects of the workforce development system. This will also serve as a way of sharing the exceptional efforts that the AJCCs are making to positively change lives through employment and training services. Additionally, this reporting will showcase the benefits of AJCC services to both businesses and participants.

#### BACKGROUND

AJCC Operations provides program implementation, guidance and oversight to the County's workforce development programs. The Economic and Business Development Division develops partnerships with high-growth industry and priority-sector businesses to identify opportunities to align local and regional workforce systems to better meet business demands, local hiring initiatives, and County economic development priorities.

As such, AJCC Operations and Economic and Business Development need the AJCCs' success stories. This is an opportunity for the AJCCs to share successful activities that support the mission of WDACS; these stories incorporate a more personalized aspect to the work that is done on a daily basis. The intent is to promote best practices, demonstrate collaboration, and illustrate how the AJCC system has provided workforce services that have positively impacted the community.

## SCOPE

---

AJCC Operations and Economic and Business Development require each AJCC to submit their accomplishments and success stories on a bi-weekly basis.

## POLICY AND PROCEDURES

---

All AJCCs must submit their editorial accomplishments and success stories electronically by the close of business on Thursdays, on a bi-weekly basis. Please use the *Accomplishment or Success Stories Template* link (listed below) for all submissions. If submitting more than one Accomplishment or Success Story, please submit them separately. Accomplishments and success stories may include, but are not limited to, any of the following:

1. Training “Best Practices”
2. Employer/Business Events/Business Services’ Success Story
3. Specialized Training Programs
4. Events for Target Populations
5. Partnerships that Increase Skills Development
6. Grant Award/Program Launch (funded by WDACS)
7. Individual Participant Success (Employment Placement, Underemployed to Full Employment, or other successes.)

### Submission Instructions

If the AJCC has an editorial accomplishment or success story to submit:

1. Access the Editorial Accomplishments or Success Stories Template Link at: <https://workforce.lacounty.gov/accomp-stories/>
2. Enter the following: Submitter and AJCC name, and all pertinent details of the subject of the success story.
3. Select **Yes**, to open up the next fields.
4. Proceed to complete the required fields, providing information about the participant/business and include the details/write up of the accomplishment/success story.
5. Once completed, click on the SUBMIT button and it will be sent electronically.

If the AJCC does **not** have an accomplishment or a Success Story to submit, the AJCC is still required to submit the template confirming this.

1. Access the Editorial Accomplishments or Success Stories Template Link at : <https://workforce.lacounty.gov/accomp-stories/>
2. Enter the following: Submitter and AJCC name.
3. Select **No**, confirming that the AJCC does not have an accomplishment or success story to submit at that time.

4. Once completed, click on the SUBMIT button and it will be sent electronically.

NOTE: Three (3) consecutive submissions without an accomplishment or success story will warrant a review by WDACS AJCC Operations.

All responses will be sent to both AJCC Operations and Economic and Business Development.

NOTE: Please ensure that any and all editorial accomplishments and success stories submitted are projects completed under the auspices of a workforce program funded by WDACS. If a story is going to be published, we will work with the AJCC to garner the appropriate consent of the individual(s) or business(es) identified in the story.

## **ACTION**


---

Los Angeles County AJCCs must ensure that the information provided in this directive is communicated throughout the operations, management and governance structure of the organization and that this bulletin is appropriately maintained until further notice. It is required that a response be submitted by the close of business on Thursdays, on a bi-weekly basis, whether or not you have a editorial accomplishment or success story to submit.

## **INQUIRIES**

---

Inquiries regarding this Directive should be directed to [bServices@wdacs.lacounty.gov](mailto:bServices@wdacs.lacounty.gov) or [ajccops@wdacs.lacounty.gov](mailto:ajccops@wdacs.lacounty.gov)



---

**Irene Pelayo, Program Manager**  
**Workforce and Community Services Branch**