



ALAMEDA career center



College of Alameda

One-Stop Career Center | Employer Services

The Alameda One-Stop Business and Career Center is a member of the San Francisco Bay Area's One-Stop workforce development system. At our career center you can connect with qualified employees, find out about business opportunities, research state and federal regulations, explore the state's economic development services, and much more. Our business services representatives provide customized, no-cost assistance to all businesses including start-ups. Businesses are able to access a variety of services specifically designed to increase their competitiveness to grow their bottom line. Services include:

Staffing The Alameda One-Stop Career Center can help your company and/or business recruit qualified employees.

Labor Market Information The Alameda One-Stop Career Center will assist employers with industry specific reports for all East Bay communities.

On-the-Job Training Employee training is provided to your company and/or business at no cost for new hires. Additionally, if you hire from within our career center we can provide you with additional information on tax credits and hiring incentives.

Tax Credits and Hiring Incentives Please call (510) 748-5215 for additional information regarding this program.

Business to Business Resources

- Business to business referrals
- Research on state and federal regulations, that state's economic development services, and much more.
- Workshops and seminars
- Post job announcements in the One-Stop Center FREE of charge!
- Participate in job fairs and individual employment recruitments
- Post jobs for short term/day labor and temporary employment
- Free use of facilities for interviewing and recruiting
- Pre-screening services for applicant job matching
- Call (510) 748-5215 for details

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~Sri V.

Customer Service
Representative
The Bank of The West



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One-Stop Career Center | Completing the Job Order

Completing the Job Order

Here are a few guidelines that will make it easier for you to complete the job order form and easier for us to upload it. We reserve the right to edit for format, spelling and size. Please try to limit the job order to 2 pages.

- Employer; If not a company use "Private party"
- Salary can be hourly, monthly, annually, a range, or ("DOE") "Depending On Experience"
- Work location is the job site (city is sufficient)
- Temporary or Permanent, Full Time or part time: Delete those that don't apply
- Work schedule is optional
- California Drivers License & Benefits are optional
- Contact name & title: is optional
- Always run spell checker before saving the file.
- Please name the file as follows : Job_Order_title or company.doc (i.e.; Job_Order_Welder.doc or Job_order_ABC inc.doc)

If you have questions please contact your Business Services Rep at: (510) 748-5215

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One-Stop Career Center | Job Order

JOB OVERVIEW

Posting Date:

Start Date:

Employer:

Job Title:

Work Location:

Number of openings:

Starting Salary:

Temporary or Permanent?

Full Time or Part Time?

Work Schedule:

JOB DESCRIPTION AND DUTIES:

Required Qualifications & Special Skills:

Required Education:

California Drivers License required?

Benefits?

TO APPLY

Call:

Fax:

E-mail:

SPECIAL INSTRUCTIONS:

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One-Stop Career Center | On the Job Training

Want to provide a new employee with paid training and get reimbursed for it? You Can! Through Alameda One-Stop Career Center's On-the-Job Training Program.

Why OJT? OJT accounts assist an employer in any sector to hire and train new employees with a high potential for success. Trainees have most of the requisite skills for the position, but may need training in duties specific to the job or industry. Establishing OJT provides support to the employer while the employee gains knowledge or skills essential to perform on the job.

What is OJT? The term "on-the-job training" means training provided by an employer to a participant on a job where the following conditions are met:

- Training accounts are for up to \$4,000 or 520 hours, whichever occurs first
- The Trainee must be enrolled in the Workforce Investment Act (WIA) Program prior to starting the OJT (see page 5)
- The Employer pays the Trainee the same starting hourly wage as other employees in that classification
- The Trainee is treated as any other employee
- The employer must contribute the California minimum wage of \$8.00 an hour
- Wherever possible a minimum 5% salary increase is granted upon successful completion of OJT or exiting from the program
- The Trainee becomes a permanent full-time employee upon completion of the OJT

How are the funds provided? Funds for an OJT account are available to One-Stop clients who are enrolled in our Workforce Investment Act (WIA) program. (Please see pages 5 and 6 to get more details about the Workforce Investment Act).

Interested in hiring an employee through the OJT Program?

The Alameda One-Stop staff would be happy to meet with you to explain the details of the program. Contact the Alameda One-Stop Career Center at (510) 748-2208, and ask for the Job Developer or the Business Services Representative.

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One-Stop Career Center | On the Job Training

The Workforce Investment Act of 1998 replaced the Job Training Partnership Act, a training oriented program targeting low-income and dislocated workers administered by Private Industry Councils. By combining funds and services of many programs, WIA established a new model for workforce and economic development with a greater emphasis on universal access to services, lifelong learning, customer choice and flexibility. The goal is to improve the quality of the workforce, encourage career mobility, and improve business competitiveness through increased workforce productivity.

The Workforce Investment Act funds employment, literacy, education and self-sufficiency services to approximately 40,000 individuals annually. This legislation helps businesses save time and money through a variety of no-cost employment, training and information services, including **training and placement**, tax credit certification and information services. WIA brings together many separate federal and state employment, education and training programs under a single umbrella.

The majority of these services are offered at no cost through localized One-Stop Workforce & Industry Centers, also known as One-Stop Career Centers. The One-Stops act as extensions of human resources departments, saving thousands for the average business, calculated in staff time, advertising dollars, tax credits, and improved productivity.

Businesses can create a high-performance workplace using One-Stop services like recruitment, training and pre-screening. One-Stops provide a single interface to work directly with human resources representatives to determine the types and training of applicants that will best meet the company's needs. **Customized Training Programs can provide wage subsidies of up to 50% for on-the-job and classroom training programs.** One-Stops have in-house expertise on how to take advantage of hiring and location-based tax credits, business assistance centers with information on financing and the labor market, and resource libraries with a variety of publications or interest to both the unemployed and businesses.

One-Stops provide the unemployed, or those seeking better jobs with supportive services in addition to direct placement. These services may include voucher training, **on-the-job training**, basic skills updates, career counseling, English as a Second Language instruction, job clubs, resource centers and employment referral. One-Stops teach their clients the value of upward mobility, the importance of lifelong learning, and the types of skills that businesses are looking for.

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WIA is administered by locally appointed, business led Workforce Investment Boards, made up of business, education and community leaders, and a variety of governmental and trade organization representatives. These Boards replaced Private Industry Councils. Their charter is to create policies to meet WIA goals and manage the program in each community.

For more information on One-Stop Career Centers in the Eastbay, call 1-800-411-HIRE or visit www.eastbayworks.com. For information on the Workforce Investment Act and the Alameda County Workforce Investment Board, please visit www.acwib.org.

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