

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

444 S. FLOWER STREET
LOS ANGELES, CA 90071

KAREN BASS
MAYOR

DATE: May 6, 2024

TO: LA's Workforce Development System – YouthSource Centers

FROM: Gerardo Ruvalcaba, Assistant General Manager
Economic and Workforce Development Department



**SUBJECT: WDS DIRECTIVE No. 24-06
WORKFORCE INNOVATION AND OPPORTUNITY ACT
YOUTHSOURCE CENTER NAVIGATORS**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to officially launch and outline expectations for a new partnership between the YouthSource Center (YSC) System and the Los Angeles Unified School District's (LAUSD) Division of Adult and Career Education (DACE) that will co-locate LAUSD DACE Navigators (also known as YSC Navigators) at the City of Los Angeles (City) fourteen (14) YSCs.

BACKGROUND

As described in the YSC System redesign, the City is seeking to increase access to career pathways in high-wage occupations for YSC participants. Through the redesign, the City set a goal of co-enrolling 70 percent of YSC participants into Career and Technical Education (CTE) programs offered through the Adult School and/or Community College Systems.

To support YSCs in achieving this goal, the Economic and Workforce Development Department (EWDD) and the DACE will co-locate four (4) YSC Navigators across the 14 YSCs. YSC Navigators will augment existing YSC services by co-case managing participants and strengthening the referral system between the DACE schools and the YSC system. Through this partnership, participants will have increased access to soft skills training and CTE programs offered through DACE schools.

REQUIRED ACTION

- YSCs are to provide a suitable workspace at the assigned YSCs for the YSC Navigators and should be given full access to resources (wi-fi, parking, training, etc.) necessary to perform their job duties.
- YSCs are expected to follow best practices with respect to co-location.
- YSC Navigators will have access to applicable enrollment programs and will receive the proper training on the given system.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

- The Workforce Innovation and Opportunity Act (WIOA) YSC Navigators will report to their particular YSCs and to their assigned LAUSD Adult Schools depending on program requirements and coordination of customer flow unless required to perform duties associated with their job description including:
 - Job Fairs
 - Training Programs
 - Meetings
 - Partnerships
- Any change in schedule should be reported to both the YSC Director and the LAUSD DACE Principal.
- WIOA YSC Navigator schedules will be determined in collaboration with EWDD, DACE Central Office personnel, the YSC Director and the LAUSD DACE Principal.
- The YSC Navigator will provide outreach and support services for the LAUSD DACE and YSCs.
- The navigator will arrange the adult education and YSC articulation processes, participate in adult education recruitment efforts, and serve as the liaison to programs serving adult education students.
- This advisor will receive administrative direction from the administrator of the assigned school and will work with the YSC Director and DACE Central Office personnel to assure compliance with state and federal WIOA guidelines and performance objectives are met.

MANDATORY TRAINING

A kickoff event has been scheduled to discuss the program in more detail. All YSCs are **required to send a minimum of three staff** to this event.

This event is scheduled for:

Date: Friday, May 17, 2024
Time: 9:00am
Where: East Los Angeles Skills Center
3921 Selig Place
Los Angeles, CA 90031

WDS CONTACT

Questions and/or concerns should be addressed to Veronica Garcia-Vargas, Project Coordinator at Veronica.Garcia-Vargas@lacity.org or at (323) 479-8463, TTY:711.

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