

# Oklahoma Employment Security Commission



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November 16, 2004

## OKLAHOMA EMPLOMENT AND TRAINING ISSUANCE #16-2004

**To:** WIA EO Directors and Staff Designated with EO Duties – Training Requirements

**From:** Barbara Williams  
State Designated WIA Equal Opportunity (EO) Officer

**Subject:** Equal Opportunity Training: Disability Inquiries and Limited English Proficiency (LEP) Requirements

**Purpose:** To inform and remind WIA EO Officers and designated EO Officers of Service Providers of the Equal Opportunity training requirement in accordance with the WIA Section 188.

**Background:** All LWIAs, except small ones, should designate a person the duties of EO Officer. Small LWIAs and Service Providers that receive WIA federal financial assistance should have a person designated to receive EO complaints. These persons should be senior-level employees reporting directly to the top official on EO matter and their job duties and organizational location must not create or give the appearance of a conflict of interest. The LWIAs and service providers obligation relating to EO Officers is to ensure the EO Officer and staff are afforded the opportunity to receive the training necessary and appropriate to maintain competency in EO matters. (29 CFR 37.26)

**Message:** The Employment and Training Division of OESC and the Civil Rights Center of the US Department of Labor are sponsoring training that will “highly” benefit the state’s LWIA program personnel responsible for equal opportunity matters. **This is being designated as the annual training for the LWIA Equal Opportunity Officers. If you have not had 2 to 4 hours of specific Equal Opportunity training for 2004, please take advantage of this program.** The training program is a videoconference. The first part will cover Disability Inquiries, a presentation from U. S. DOL. The second part will cover Limited English Proficiencies in Oklahoma, a presentation specifically dealing with changes in Oklahoma’s workforce and strategies to be sure your areas are ready.

**Action Required:** Attend the EO training provided by the Employment and Training Division / US DOL on December 7, 2004. One training location is the Oklahoma Employment Security Commission, Will Rogers Building, 2401 N. Lincoln, Oklahoma City, OK 73105 in the Large Conference Room and other areas throughout Oklahoma will be announced. This room is located on the 5<sup>th</sup> Floor of the Will Rogers Building (WRB). The training will begin at 9:00 am and end around noon. You are expected to participate by coming to the OESC or any of the other videoconference sites.

All of the specific details in regards to the videoconference have not been worked out and some technological avenues may not be available. Please note EO training will still take place December 7, 2004 at 9:00 am. But the only site will be at the OESC. I will notify you at a later date with more specific information and any available alternate viewing locations.

**Contact Person:** If you have any questions or will not be available for this training please contact, Barbara Williams @ (405) 557-7255.

Rescissions: None