

Oklahoma Employment Security Commission



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Rev. W. B. Parker, Chairman

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Oklahoma Employment and Training Issuance # 10-2006

TO: Chairpersons of Local Workforce Investment Boards
Chief Local Elected Officials
WIA Board Staff
WIA EO Designee
Other Staff Designated with EO Duties

FROM: Richard Gilbertson, Director
Workforce Integrated Programs (WIP)

DATE: December 4, 2006

SUBJECT: Equal Opportunity Training: MOA Requirement Review, Language Efficiency Programs (LEP) Reviews and New Monitoring Review Document

PURPOSE: To provide and inform WIA EO Officers, designated EO Officers of small LWIAs and Service Providers of the Equal Opportunity training requirement.

REFERENCE: 29 CFR PART 37, 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. All EO 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 LWIA's and service provider's obligations relating to EO Officers are to ensure the EO Officer and staff are afforded the opportunity to receive the training necessary and appropriate to maintain their competency in EO matters. (29 CFR 37.26)

REQUIREMENTS:

Training is being presented for the LWIA Equal Opportunity (EO) Officers, Small LWIAS and Service Providers EO personnel. **If you have not had 4 to 6 hours of specific Equal Opportunity training for 2005 and/or 2006, please take advantage of this program.** The training program will update/refresh EO personnel on their EO duties and responsibilities for federally funded programs. I will also review LEP and give you a new monitoring tool that has been endorsed by the U. S. Department of Labor's Civil Rights Center.

ACTION REQUIRED: Attend the EO training provided by the State Designed WIA Equal Opportunity Officer **December 14, 2006.** The training location is the Oklahoma Employment Security Commission, Will Rogers Building, 2401 N. Lincoln, Oklahoma City, OK 73105 in the Large Conference Room. This room is located on the 5th Floor of the Will Rogers Building (WRB). **The training will begin at 9:30am and end around 3:30pm.**

Workforce Investment Boards Staffs are requested to widely distribute copies of this issuance to staff members and partners within the Workforce Investment Area to ensure compliance. This is official State policy and should be kept in your permanent policy issuance file.

INQUIRIES: If you have any questions or will not be available for this training please contact, Barbara Williams @ (405) 557-7255 or barbara.williams@oesc.state.ok.us .