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CDO Workforce Update

May 2003



- Youth Council
May 13th 3-5
PM Sidney Li-
brary
- CDO WIB An-
nual Meeting
June 17, 2003 2-
4 PM

CDO Workforce Contributes \$88,530 to Local Businesses for Training!!

The Chenango-Delaware-Otsego Workforce Investment Board has announced the availability of \$88,530 in funding from NYS Dept. of Labor for Customized Training.

The Funds are designed to help business and industry ensure that their workers have the necessary skills to keep up with leading-edge industry standards, technology, work processes and innovations.

The grant funds are available through an easy application process to businesses in Chenango, Delaware, and Otsego Counties who:

- * Are not already receiving other federal training dollars,
- * Wish to upgrade the skills of their employees earning less than \$30.00 per hour, and
- * Are seeking training that leads to acquisition of transferable skills or industry recognized credentials.

2 Requirements:

- * Organizations are required to provide 50% matching funds. The wages of employees participating in training and travel expenses for out-of-town travel are not reimbursable but can be used towards meeting the 50% matching requirement.

2 The funds may be used to pay for the cost of classroom instruction (i.e., tuition or course fees), customized training, consultant, in-house staff training costs and training material costs.

3

Businesses seeking additional information can contact the CDO Workforce Center at 432-4800 and ask for Alan Sessions.

Companies are being awarded
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Under the Building Skills in NY State program (#32-I grant) that started last year, over 125 awards have been made amounting to more than \$6,065,000 in training funds for the state as a whole...

CDO Workforce would like to assist your business in accessing these funds. Your business could receive up to \$100,000.

Applications for funds are being accepted on a continuous basis and must be submitted on-line.

CDO Workforce can provide helpful technical assistance.

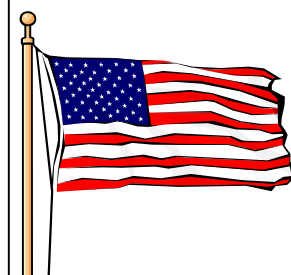
FOR RFP and APPLICATION go to:
www.workforcenewyork.org/rfa32-i/rfa32-i.html

OR CALL

CDO Workforce at: 1-800-244-5779

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May 26th

Memorial Day

Coming Soon To A One-Stop Near You! 6 New Workshops

The CDO Workforce System Workshop Committee has developed 6 comprehensive workshops for area job seekers and individuals looking to climb a career ladder.

These workshops will provide participants with a process for a successful job search, interview, and the skills to attain and maintain employment.

Workshops to be offered include:

- ① Discover your Skills and Career Exploration
- ② Job Search Skills
- ③ Resume and Cover Letter Writing
- ④ Computer Skills
- ⑤ Interviewing Skills
- ⑥ On-The-Job/Job Retention Skills

Workshop facilitators will use a variety of learning techniques to ensure that all learning styles are addressed.

CDO Workforce believes that participant feedback is essential for quality programs. A survey of participants will be conducted upon completion of the workshop.

More information on the availability of these workshops will follow in future issues... So stay tuned.



2003. Her outstanding dedication and support to local organizations such as the WIB, Rotary, Color Scapes, the United Way, American Cancer Society, and the Classic Car Museum have earned her the much deserved title of Volunteer of the Year. Congratulations on your award and thank you for all that you do for our local community.

CDO Workforce Investment Board Chair Recognized for Outstanding Service

Eileen Hoffman, CDO WIB Chair, and Vice President of Staffworks was recognized by the Chenango County Chamber of Commerce and awarded the Volunteer of the Year Award

E-Source Tools

U.S. Department of Labor announces two new Compliance Assistance Tools!!

On April 2, 2003, the Department of Labor announced two new tools to help America's employers. The *FirstStep Employment Law Advisor* is an interactive, online tool that helps employers determine which of the major employment laws administered by DOL applies to their business or organization. For more information please visit www.dol.gov/elaws.

The *Employment Law Guide* describes the major statutes and regulations administered by DOL that affect businesses and workers. It targets employers needing introductory information to develop wage, benefit, safety and health, and nondiscrimination policies. You can order the Guide by calling DOL information Services at 1-866-4-USA-DOL.

CDO Workforce and the Delaware-Otsego JSEC Group to offer:

HIPPA Privacy Rules: The Effect on Your Business an informational session regarding the Privacy Rules of Protected Health Information under the Health Insurance Portability and Accountability Act. Joseph J. Steflik, Jr., Esq. Senior Partner in the law firm of Coughlin and Gerhart, LLP. will cover the new HIPPA Privacy Rules effective April 14, 2003, Discrimination Rules and Documentation, Provisions of the Statute, and Applicability and Enforcement.

If you or your business is interested in finding out more about the new HIPPA regulations join us on Tuesday, May 20, 2003 at the Holiday Inn, Southside, Oneonta registration begins at 8:30 am Seminar is from 9:15 to 11:00 am. Cost is just \$10.00 per person continental Breakfast included
RSVP by May 13, 2003 @ 607-432-4800.

POST YOUR JOB OPENINGS FREE ON-LINE

On the CDO Workforce website you can post your job openings to America Job Bank free. America's Job Bank is seen by thousands each day, reach out to qualified applicants and fill vacant positions faster.

Post your job openings at www.cdoworkforce.org/joborder.htm

Snap Shot: Labor Market Information

Source: NYS Department of Labor & CDO Workforce Survey

The following table shows us where our region stands in comparison to New York State for occupational distribution. As you can see the CDO Region has a high percentage of Service Sector employment. This includes occupations such as cooks, waiters and waitresses, amusement and recreational attendants, maids and housekeeping. This reflects our areas strong involvement in the tourism industry.

The second highest category was shown to be in professional and technical employment. Occupations in these categories include engineers, scientists, accountants, educators, health professionals, secretaries, computer operators, and bookkeepers. State and Local Government, local colleges, and healthcare facilities employ a high percentage of the professional, technical and administrative support occupations.

The concentration of professional, technical, and administrative support occupations in the CDO Region indicate there will be strong demands for these workers.

Distribution of Jobs by Occupational Category Chenango-Delaware-Otsego Region Vs. New York State		
Occupational Category	CDO Region	New York State
All Occupations (Number)	66,2000	8,553,900
Managerial and Admin	4%	5%
Professional and Technical	22%	26%
Sales and Related	8%	10%
Administrative Support	18%	20%
Service	23%	19%
Agriculture, Forestry, Fishing	Less than 0.5 percent	Less than 0.5 percent
Production/Construction/ Operators/Maintenance/Materials handling	25%	19%



CDO Workforce Partners: Afton Consortium of Schools, Catskill Center for Independence, Chenango County Agency on Aging, Chenango County Chamber, Chenango County OET, DCMO BOCES, Delaware County Chamber, Delaware County DSS, Delaware County OET, Delaware Opportunities, Experience Works, NYS Dept of Labor, ONC BOCES, Oneonta Community Education Center, Oneonta Job Corps, Oneonta Telecenter, Opportunities for Otsego, Otsego County Chamber, Otsego County DSS, Otsego County OET, SUNY Delhi, SUNY Morrisville, Utica School of Commerce, VESID