

JOBS COORDINATOR DESIGNATION FORM

JOBS COORDINATOR. A Jobs Coordinator is an independent third-party individual, entity or employee with whom the Prime Contractor contracts with or employs to assist with: achieving and exceeding the Local Worker goals set forth in the PLA, Article 4, Section 4.5; fulfilling the Work Opportunities Program as set forth in Article 22; and Helmets to Hardhats participation as set forth in Article 23. Each subcontractor, regardless of tier, shall utilize the Jobs Coordinator retained by the Prime Contractor pursuant to the PLA, Article 22 Section 22.2 (f). The Prime Contractor must submit a Jobs Coordinator Designation Form prior to award of a Covered Project or each time it is assigned a Task Order that is considered a Covered Project.

List the applicable Jobs Coordinator information below.

Legal Name and Full Street Address of Jobs Coordinator Firm (or list Prime Contractor if self-performing)	Name of Individual Acting as Jobs Coordinator	Phone number of Jobs Coordinator	Email address of Jobs Coordinator

Bidder Signature: _____

Date: _____

JOBS COORDINATOR QUALIFICATIONS. Jobs Coordinator qualifications may include, but are not limited to, the following:

- A. 3 years' experience providing Jobs Coordinator services.
- B. Possess working relationships with the San Diego Building and Construction Trades Council, Veteran Worker organizations, and signatory craft councils and unions operating within the County of San Diego by describing previous interactions, relationships, and partnerships with these parties/groups.
- C. Demonstrate experience with Targeted and/or Veteran Worker populations.
- D. Experience working with services of the Center for Military Recruitment, Assessment and Veterans Employment and "Helmets to Hardhats" programs.

JOBS COORDINATOR RESPONSIBILITIES. The Prime Contractor may require the selected Jobs Coordinator to perform a list of duties that include, but are not limited to, the following:

- A. Develop, create, design, and market specific programs to attract Local, Targeted and/or Veteran Workers for construction opportunities (e.g. handouts and fliers for "walk-ins" demonstrating program entrance procedures).
- B. Coordinate services for contractors to use in the recruitment of Local, Targeted and/or Veteran Workers.
- C. Conduct orientations, job fairs, and community outreach meetings in the local community.
- D. Distribute the City of San Diego Targeted Worker Survey Form.
 - a. Screen Targeted and/or Veteran Workers status.
- E. Establish a referral and retention tracking mechanism for placed Local, Targeted and/or Veteran Workers and apprentices.
- F. Network with the various work source centers, community organizations, and other non-profit entities that provide qualified Local, Targeted, and/or Veteran Workers.
- G. Coordinate with the various building trades crafts for referral and placement of Local, Targeted, and/or Veteran Workers.
- H. Maintain a database of pre-qualified Targeted and/or Veteran Workers for referral.
- I. Be the point of contact to provide information about available job opportunities on projects.
- J. Assist all subcontractors, regardless of tier, with their documentation efforts and other reports as it relates to their Local, Targeted and/or Veteran Worker hiring goals.
- K. Work closely with the City, the building trades, and all contractors in achieving and/or exceeding the Local Worker goal and voluntary Targeted Worker participation.

JOBS COORDINATOR DELIVERABLES. The Prime Contractor may require the selected Jobs Coordinator to provide, on a monthly basis, an update of Jobs Coordinator activities via email, including but not limited to:

- A. Number of Local, Targeted and/or Veteran Worker placements made.
- B. Contractor availability for sponsoring new Local, Targeted and/or Veteran Workers.
- C. Spotlight photos and interviews with Local, Targeted and/or Veteran Workers.
- D. Activities that have been completed to achieve the Local Worker goal and voluntary Targeted Worker participation.
- E. Identification of any workers who meet the Local, Targeted and/or Veteran status that are available for placement.

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Revised March 2025