



LOS ANGELES COUNTY

WorkSource Centers and Partner Agencies DIRECTIVE

**NUMBER: D-DWA-05-001
YTH-D-05-01**

**SUBJECT: RE-DESIGNED WEBSITE
WORKSOURCECALIFORNIA.COM**

DATE: March 21, 2005

EFFECTIVE DATE: IMMEDIATELY

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TO: DIRECTORS, ALL WORKSOURCE CENTERS, YOUTH SERVICE PROVIDERS, AND PARTNER AGENCIES

The purpose of this directive is to provide you with instructions on the process of submitting WorkSource Center information to be posted on the newly designed *WorkSource California* website. Our objective is to collect information to inform website visitors of individual center activities throughout the WorkSource System. On behalf of the Los Angeles County Workforce Investment Board (WIB) and a host of WorkSource partner agencies, CSS is notifying its partners of the activation of an enhanced www.worksourcecalifornia.com website.

Within the website, there have been several pages designated to promote and inform visitors of activities at WorkSource Centers. These pages will inform visitors of current, noteworthy activities at the Centers, success stories, general information and a calendar of events. The website is an excellent medium to promote activities throughout the region and all Centers are urged to submit pertinent information for CSS to post.

Attached is a description of the various web pages that will highlight your Center's work and accomplishments and provides a timeline for submission of information required to be posted on specific pages of the website. The information we receive should be sent via e-mail in the "Microsoft Word" format. Pictures, special designs, flyers, etc. should be sent as a PDF file. We are seeking your assistance to make this a dynamic website we can all be proud of. Please send all your material to the attention of Jenifer Valdez at jvaldez@css.co.la.ca.us.

If you have additional questions, please call Geraldo Rodriguez, Program Manager, Business Services and Marketing Division, at (213) 738-2656.



JOSIE MARQUEZ, Director
Workforce Development

JM:GR:dj

Description and Timeline

Posting information on:

www.worksourcecalifornia.com

Primary Web Page	Sub Web Page	Task	Frequency of Maintenance	Due Date
What's New	What's New	Provide information on latest developments at your Center.	Monthly	15 th of Each Month
	Press Release	Submit any press releases that were published pertinent to Workforce Development (submit in a PDF format).	As information becomes available	Daily
	Featured Centers	The site will feature a Center every month. If you have a story that highlights and promotes the WorkSource partnership, submit your story (500 words or less in Microsoft Word format).	Monthly	15 th of Each Month
	Success Stories	Submit any success stories that highlight and promote your Center and the WorkSource partnership (500 words or less in Microsoft Word format).	Monthly	15 th of Each Month
Success Stories	Business	Submit any success stories that have a story to tell, which highlight and promote a business and how the WorkSource Center assisted the business (500 words or less in Microsoft Word format).	Monthly	1 st of Each Month
	Job Seekers	Submit any success stories from WorkSource Centers or partner One-Stops that have a story to tell, which highlight and promote a job seeker and how the WorkSource Center assisted the job seeker (500 words or less in Microsoft Word format).	Monthly	1 st of Each Month
General Information – Calendar of Events	Business Events	Submit a list of all events your Center will be involved with that are business related (attach supplementary fliers for the event in PDF format).	Monthly	1 st of Each Month
	Job Seeker Events	Submit a list of all events your Center will be involved with that highlight and promote job seeker outreach (attach supplementary fliers for the event in PDF format).	Monthly	1 st of Each Month