



ELEMENT ONE

Designation of State and Local Level Equal Opportunity (EO) Officers *Reference: 29 CFR 37.54(d)(1)(ii)*

Statement of Commitment

The Alaska Workforce Investment Board, as the statewide planning and coordinating entity for workforce investment system, approved Resolution 06-01, which states its commitment to WIA Section 188 and mandates the designation of two State Equal Opportunity Officers within the Alaska Department of Labor and Workforce Development (DOLWD). Under Resolution 06-01, the Division of Business Partnerships (DBP) designates a State EO Officer as the direct recipient of federal Workforce Investment Act (WIA) Title I funds, and the Employment Security Division (ESD) designates an EO Officer as the One-Stop Operator for the Alaska Job Center Network.

Since Alaska is a single statewide planning area under WIA, the state does not designate local level EO Officers. However, the state appoints EO Coordinators (EOCs) for the coordination of EO activities at the local level. EOCs service a job center or divisional subunit. All individuals selected as Equal Opportunity Officers and Coordinators shall have the requisite skill, ability, knowledge and authority to oversee and direct the equal opportunity component to which they are assigned.

The AWIB Resolution also encourages the appointment of an EO “point-of-contact” (POC) from each WIA partner agency to facilitate compliance with WIA 188 and 29 CFR Part 37. POCs assist with the monitoring effort and provide input for the development and implementation of the Methods of Administration (MoA).

Although Alaska’s EO Officers combine the MoA effort, their organizational delineations are as follows:

- Division of Business Partnerships EO Officer: recipients of statewide reserve funds, subgrants, and contracts (including the Alaska Vocational Technical Center but excluding ESD), and service providers (especially WIA Eligible Training Providers);
- Employment Security Division EO Officer: WIA Title I recipients in the Alaska Job Center Network (AJCN), and divisions within the DOLWD receiving WIA Title I funds (except DBP).



- Both EO Officers coordinate compliance with respective service providers, internal staff, and On-the-Job Training employers.
- Both may respond to complaints against employers to the extent that the State assures nondiscrimination by employers participating in its activities.

Designations

Each individual designated as a State-level Equal Opportunity Officer and each individual designated as a local-level Equal Opportunity Officer, by name, position title, business address (including e-mail address if applicable) and telephone number (including TDD/TTY number). (See 29 CFR 37.23)

Jason Burke

EO Officer, Alaska Job Center Network
Department of Labor and Workforce Development
Employment Security Division
Employment & Training Technical Unit
1111 West 8th Street, Suite 210
P.O. Box 115509
Juneau, AK 99811-5509
Voice/TTY: (907) 465-1198
Fax: (907) 465- 8753
TDD/Alaska Relay: 1 (800) 770-8973
E-Mail: jason_burke@labor.state.ak.us
Web: <http://www.jobs.state.ak.us/eo/index.html>

Roger Foisy

EO Officer, Grants and Contracts
Department of Labor and Workforce Development
Division of Business Partnerships
Alaska Workforce Investment Office
3301 Eagle Street
Anchorage, AK 99503-4188
Phone: (907) 269-4647
Fax: (907) 269-4651
TDD/Alaska Relay: 1 (800) 770-8973
E-Mail: roger_foisy@labor.state.ak.us
Web: <http://www.jobs.state.ak.us/eo/index.html>

Reporting

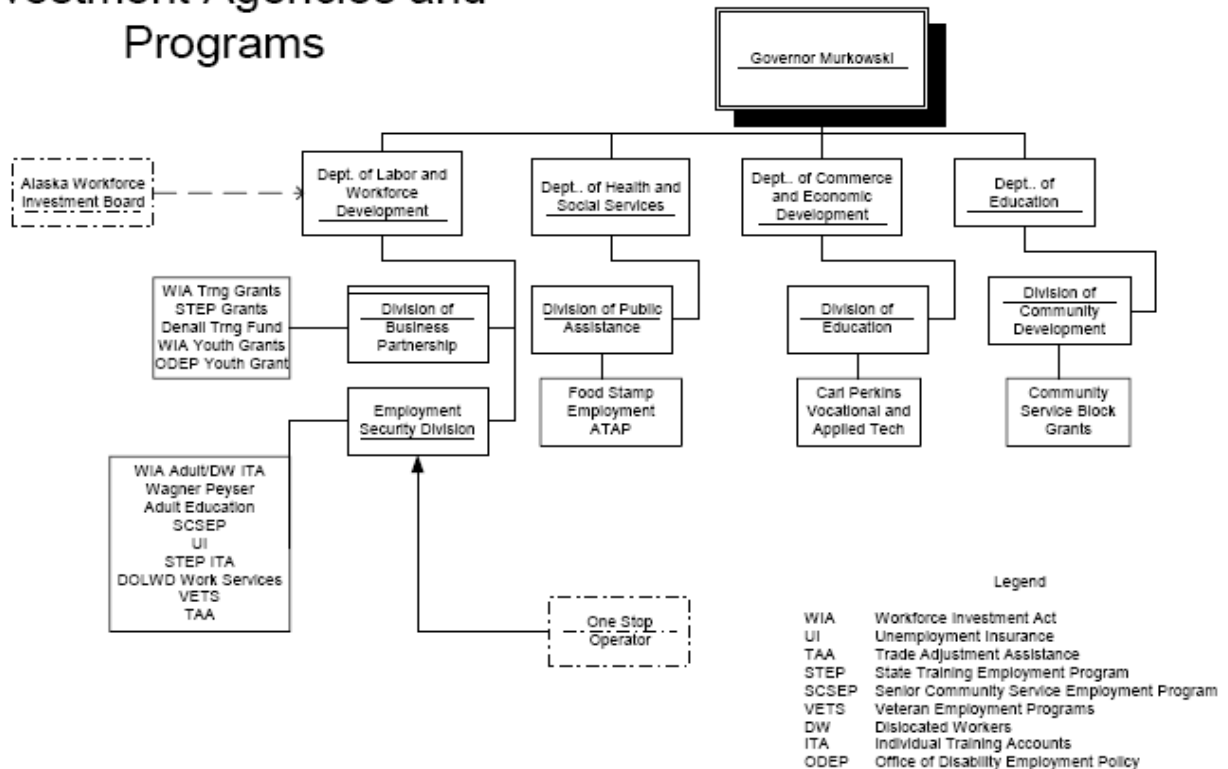
The level within the organization of the position occupied by the EO Officer(s) is described in terms of the individual's authority and reporting level to the top official (e.g. senior level, etc.). (See 29 CFR 37.24.) The EO Officer's level provides for access to the top officials of the



organization on EO matters and a discussion of how this access is achieved and communicated. (See 29 CFR 37.24.)

The chart below indicates organizational relationships among lead partner organizations. DBP is the recipient of WIA funds and manages grants on behalf of the public workforce system to other state agencies and with vendors contracted for training programs. DBP passes federal funds through to the AWIB, Division of Vocational Rehabilitation (DVR), and to ESD as the One-Stop Operator. The AJCN has a “No Wrong Door” policy where partner organizations continually seek integration of programs and activities.

Alaska's Public Workforce Investment Agencies and Programs



Mr. Foisy and Mr. Burke have full authority as EO Officers in the development, implementation and oversight of the MoA. They receive direct support and supervision from top officials within their organizational hierarchy regarding EO matters. In most instances the State EO Officers report directly to their division directors. Where a potential conflict of interest exists, they will report directly to the DOLWD Assistant Commissioner.



Top officials are entirely accessible via regular communication channels. They include, but are not limited to: Corine Geldhof, Director, Division of Business Partnerships; Tom Nelson, Director, Employment Security Division; and Guy Bell, Assistant Commissioner, DOLWD. The Governor designated Ms. Geldhof for the receipt of WIA funds, and Dr. Nelson as the One-Stop Operator under the WIA. The EO Officers are establishing communications with top officials in partner agencies regarding EO matters, and will effect them as necessary.

The relationships between EO Officers and top officials are noted through training sessions, in the AWIB resolution, and in general communication among partner agencies. When relevant EO correspondence is disseminated among recipients, it carries the endorsement of the top official. The directors and Assistant Commissioner consult the EO Officer on policy and personnel matters as appropriate, and engage them in a wide variety of collaborative teams.

Duties

The duties of the EO Officer(s), and the manner in which those duties are carried out. (At a minimum, duties assigned to the EO Officer must include those listed in 29 CFR 37.25.) Describe the EO duties, responsibilities and activities associated with the implementation of 29 CFR part 37, and all other duties, responsibilities and activities

EO Officer Duties

The State EO Officers' responsibilities include, but are not limited to:

- Serving as liaisons with the CRC;
- Monitoring and investigating activities of the entities receiving WIA Title I funds, to ensure the DOLWD and its sub-recipients are not violating their nondiscrimination and EO obligations under WIA Title I and 29 CFR Part 37;
- Reviewing recipient's written policies to ensure that those policies are nondiscriminatory;
- Developing and publishing the recipient's procedures for processing discrimination complaints under 29 CFR Parts 37.76 through 37.79, and making sure that those procedures are followed;
- Reporting directly to the respective top official about equal opportunity matters;
- Undergoing training (at the expense of DOLWD and WIA partners, when necessary) to maintain competency;
- Development, implementation, and updating of the Alaska's Methods of Administration.



- Providing appropriate EO documentation, information and training to local level EO personnel.

Other Duties

Mr. Burke is a senior-level analyst within the Employment and Training Technical Unit, which supports multiple employment service programs through the one-stop system (Alaska Job Center Network). The State of Alaska classifies his position as an Employment Security Analyst III, which has a high degree of independence in performing a variety of services necessary to provide clarification of Federal and State directives, manualization, monitoring, evaluation of reports and support on a statewide basis. In addition to the EO Officer position, Mr. Burke is tasked with the following:

- Americans with Disabilities Act (ADA) Coordinator for DOLWD and ESD.
- Review, interpretation, and implementation of WIA and Wagner-Peyser program statutes, regulations and directives, and preparation of policy and procedure guidance accordingly.
- Supervision of three Employment Services staff, who coordinate, among other responsibilities, the following programs:
 - Fidelity Bonding and Tax Credits
 - Veterans' Services
 - Alaska's Seafood Program

Mr. Burke holds a Bachelor of Science in Business Administration in International Business and Marketing. Mr. Burke has taken numerous management classes through the State of Alaska, and several graduate-level Public Administration courses through the University of Alaska.

Mr. Foisy is classified as a Grants Administrator IV within the State of Alaska Personnel classification system, which is a senior supervisory role in a centralized unit responsible for the development, implementation and administration of grants and professional services contracts on behalf of DBP. He has substantial responsibility for the exercise of independent judgment in program and supervisory activities. In addition to his EO Officer duties, Mr. Foisy is assigned to the following:

- Supervising of five grants administrators and one accounting clerk;
- Overseeing the state-level administration of financial assistance provided under the WIA Title I programs;
- Overseeing and directing the programmatic and financial monitoring of WIA Title I financial assistance recipients;
- Designing, developing and implementing special projects;



- Reviewing, interpreting and implementing WIA and other job training program statutes, regulations and directives, and preparation of policy and procedure guidance, accordingly.

Conflict of Interest

Either EO Officer would recuse himself if any appearance of a conflict of interest were to occur. In such cases (e.g. complaints against the EO officer) one would assume responsibility for handling of EO matters of the other. For example, if one of the staff Mr. Burke supervises believes he or she is discriminated against based on one of the protected classes, he or she may consult with Mr. Foisy in filing a complaint. Similarly, Roger's capacity as the EO Officer may present a conflict when one of the staff he directly supervises files a complaint. In such cases, the complainant would be able to file the complaint with Mr. Burke.

In cases where either EO Officer has a direct or indirect influence over program or personnel decisions where there is the appearance of an EO conflict of interest, they would recuse themselves from their EO Officer responsibilities and transfer their authority to the other. In this case, they will attempt to recuse themselves beforehand. If an EO conflict becomes apparent after-the-fact, either via a complaint, or in EO administration, either EO Officer may request that the other have jurisdiction over the matter. If uncertain, the Assistant Commissioner will have final authority in determining which EO Officer will handle the EO matter.

Where division directors present a potential conflict of interest, the EO Officers will report to the Assistant Commissioner. This may occur under circumstances such as internal complaints filed against the directors, disbursements of funds, and program or personnel decisions that have a potential disparate impact. Incidentally, the Assistant Commissioner is also tasked as Ethics Officer for the department. This role should not conflict with EO matters, but enhance understanding of the appearance of potential conflicts.

Resources

The level of staff and other resources available to State- and local-level EO Officer(s) to ensure that WIA Title I-financially assisted programs and activities operate in a nondiscriminatory way are identified and deemed to be adequate.(See 29 CFR 37.26(c)

Equal Opportunity Coordinators

Each of Alaska's Job Centers, Unemployment Insurance Call Centers, and selected divisional subunits have designated an Equal Opportunity Coordinator (EOC) to assist with EO compliance at the local level. State



EO Officers communicate with EOCs on a routine basis to informally monitor programs and activities, and provide assistance as necessary.

Within the Job center Network, EOCs are usually the job center manager. In some cases the EOC is a regional manager who assumes the role of the job center manager, and in other cases the EOC role has been delegated to a lead supervisor. EOC designations are consistent with this job class, which coordinates employment and training activities with public and private sector entities. They have had numerous management and supervision classes with EO components.

EOCs provide a single point-of-contact for program and discrimination-related complaints, and can enlist support staff as appropriate to fulfill their EO obligations. EOCs report directly to the State EO Officers on EO matters, and they report to their lead field supervisor for administrative purposes. A complete list of EOCs is appended to the end of the Element One narrative, and sample position descriptions are provided with the documentation.

Primary duties of EOCs are to:

- 1) Serve as the Job Center's liaison with the two State level EO officers;
- 2) Informally monitor Job Center partner/staff activities, and the activities of the local entities that receive WIA Title I funds from the state, to ensure that these entities are not violating their nondiscrimination and equal opportunity obligations under WIA Title I and 29 CFR Part 37;
- 3) Review the Job Center's written policies, procedures, and practices to ensure that local programs and activities are nondiscriminatory;
- 4) Administer local-level complaint processing with regard to the WIA discrimination complaint policies issued by DBP and ESD and 29 CFR Sections 37.76 through 37.79;
- 5) Ensure local area programs follow complaint procedures;
- 6) Maintain local discrimination complaint log;
- 7) Disseminate EO information to local area staff, clients, partner organizations, and the public, such as EO training opportunities, and notice and communication;
- 8) Provide training to local office staff, as appropriate, on EO regulatory requirements;
- 9) Coordinate local compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act;
 - a. Process documentation as required by the state and department ADA Coordinators;
 - b. Report ADA requests for reasonable accommodation, and ensure medical files are separate from personnel files;



- 10) Assist the State EO officers during formal monitoring reviews, including but not limited to:
 - a. Attending entrance and exit conferences during the compliance review;
 - b. Scheduling meetings with community-based organizations, employers, and employees;
 - c. Providing files and other documents required by the reviewer.

Additional duties performed by EOCs are to:

- 1) Conduct complaint investigations as directed by the EO Officer;
- 2) Train EO Coordinators on program-specific EO content;
- 3) Develop technical assistance to comply with EO provisions;
- 4) Perform outreach to and training of employers, training providers, job center partners, non-mandated partners, and community and faith-based organizations;
- 5) Provide training to staff and employers regarding ethnic and minority communities to facilitate EO compliance and appropriate referral;
- 6) Assist with developing and delivering statewide EO training;
- 7) Assist with State EO Officer compliance reviews.

EOCs allow the state to maximize its efficiency in delivering the EO program, because they are best positioned within the existing structure to facilitate EO compliance. They are able to draw from job center and community resources to make decisions in alignment with the MoA.

Professional and Support Staff

A description of the professional and support staffing levels and resources provided to each State and local level EO Officer to assist him or her in ensuring compliance with WIA Section 188, and 29 CFR part 37.

The AJCN EO Officer has access to support from the ES and UI technical support units, ES and UI program managers, ESD Fiscal Unit staff, and the support units' and Director's office administrative and clerical staff. Technical assistance is also available from the State Personnel/EO Office and the Alaska State Commission on Human Rights.

In his capacity as EO officer, Mr. Foisy has access to support from the Division of Business Partnerships administrative and program staff. Technical assistance is also available from the State Personnel/EO Office and the Alaska State Commission on Human Rights.



Financial Resources

The Division of Business Partnerships and Employment Security Division fund its EO Officer positions as part of the administrative cost of the WIA program. This cost constitutes a relative portion of the personnel salary and benefits required, and travel cost for training and monitoring. Additional funds are drawn through one-stop capacity building for EO training.

The Employment Security Division is seeking to pool its EO administration costs through its job center cost allocation agreement. Programs included in this agreement include, but are not limited to: Vocational Rehabilitation, Alaska Temporary Assistance Program, Workforce Investment Act, Unemployment Insurance, State General Fund, and Wagner-Peyser Employment Services. Prior year program costs will assist in planning for this allocation. The approximate cost of the ESD EO Officer in State Fiscal Year 2005 is:

Salary and Benefits	\$55,000
Annual EO Coordinator Training	\$12,000
Travel – Monitoring, Training	\$6,000
Travel – Annual Conference (2 persons)	\$8,000
Supplies	\$2,000
Total	\$83,000

The EO budget will be reviewed each year to ensure appropriate levels of funds are allocated for EO Officer's travel in-state and out-of-state training, and on-site reviews. Monies are also allocated for communication and printing costs, although these are generally embedded in program budgets.

Training

The State's plan for ensuring that State- and local-level EO Officers and their staffs are sufficiently trained to maintain competency is adequate. (See 29 CFR 37.26(d).)

EO Officer Training

Listed below is training received by State EO Officers to demonstrate that they are sufficiently trained to maintain competency. Both engage in training offered through the State system on a regular basis, and plan to attend the National EO Conference in Washington, D.C. each year.

Mr. Burke received the following EO-related training:

- Civil Rights Center Methods of Administration Training, March, 2006, Anchorage, Alaska



- Annual Equal Opportunity Conference, Civil Rights Center, August 2005, Washington, D.C.
- Americans with Disabilities Act training with State ADA Coordinator, ongoing November 24, 2004 to present
- Workshop on Deafness and Hard-of-Hearing, Postsecondary Education Programs Network, June, 2005, Juneau, Alaska
- Reasonable Accommodation, Equal Employment Opportunity Commission and Alaska State Commission on Human Rights, May, 2005, Juneau, Alaska
- Reasonable Accommodation, National Council for Workforce and Disability – Adult, January, 2005, Juneau, Alaska
- Writing Effective Policies and Procedures, Rockhurst University, January, 2004, Anchorage, Alaska
- State of Alaska, Department of Administration, Division of Personnel training including: Respectful Workplace, Valuing Cultural Diversity, Equal Employment Opportunity, Sexual Harassment, and Academy for New Supervisors

EO Coordinator Training

Equal Opportunity proficiency will be maintained throughout the workforce system through continuous training and various State and Federal (CRC) resources.

WIA-specific EO training will be provided to all EOCs by State EO Officers. This training contains, but is not limited to the following major components:

- Methods of Administration
- Referral of complaints to the EO Officer and other appropriate enforcement agencies
- Applicability of the following Federal and State laws and regulations
 - Section 504 of the Rehabilitation Act
 - Americans with Disabilities Act, especially
 - Reasonable Accommodation
 - Physical and program access requirements
 - 29 CFR Part 37
 - Age Discrimination Act
 - Title IX Civil Rights Act
 - Title VI Civil Rights Act
 - Executive Order 13166
 - Workforce Investment Act Section 188
 - Applicable Federal Guidance Letters and Notices
 - Applicable State Policies and Procedures
- CRC Discrimination Complaint Log



In addition to WIA specific training, EO coordinators will attend appropriate training sessions sponsored by the State of Alaska, Department of Administration, Division of Personnel and the Alaska State Commission for Human Rights. Other government, non-profit, and private vendors may provide EO training consistent with this MoA.

The State EO Officers, ADA Coordinator, and the Division of Personnel offer a variety of EO awareness training to state employees. A sampling of this training includes:

- EO Program Overview for One-Stop Offices
- ADA Overview for One-Stop Offices
- ADA for Managers and Supervisors
- Job Interviewing
- Valuing Cultural Diversity (required of all staff)
- A Respectful Workplace (required of all management staff)
- Introduction to WIA 188 for Job Center Staff
- ADA Compliance for Employment Services
- Disability briefs for One-Stop Staff (e.g., technology familiarization, ADA reasonable accommodation, etc.)
- Complaint Processing
- Job Center EO Requirements when Assisting Employers
- Employer Tools for EO Compliance

Recent EO Training

Lead program staff and EOCs received Civil Rights Center Methods of Administration Training, on March 22 and 23, 2006 in Anchorage, Alaska. This training provided a high-level overview of nondiscrimination and EO requirements of the WIA regulations. An agenda of this session is included in the documentation.

General training was provided during the past year to familiarize Employment Security Division staff with EO requirements under WIA 188. Management staff and EOCs were provided an overview of EO compliance under WIA in February, 2005. ESD staff are required to review two CRC online courses annually: WIA Section 188 (<http://section188.elearning.dol.gov/>); and an Introduction to Section 504 of the Vocational Rehabilitation Act (<http://section504.elearning.dol.gov/>). Employment Services staff received ongoing training and notice on various facets of EO awareness such as reasonable accommodation, protecting confidentiality, psychiatric disabilities, and use of a TTY. New EOCs, program leads and appropriate staff are directed to the EO Officer for an orientation to WIA EO compliance within their first six months of assignment.



There is an ongoing effort to integrate EO training across partner agencies to ensure all recipients have full knowledge of EO compliance measures. The AWIB resolution encouraging points-of-contact within each partner agency will help facilitate this effort. The State continues to collaborate at the state level to promote non-duplication in its training and monitoring of field services.

Training Schedule

The AJCN EO Officer will plan on-site monitoring and training at the same time, wherever possible, according to the following table:

Region	Training/Monitoring Dates
Northern/Interior	September – October 2006
Anchorage	February – March 2007
Southwest	May – June 2007
Southcentral	September – October 2007
Southeast	Feb – March 2008

Notification

The manner in which the recipient makes known the identity of the EO Officer(s) to applicants, registrants, eligible applicants/registrants, participants, employees, and applicants for employment, as well as interested members of the public. (See 29 CFR 37.26.) Note: The description should be clear as to how, when, and by whom this requirement is implemented.

Identity of Equal Opportunity officers is made known to staff, clients and the public in a variety of ways.

- The 11”x17” poster which provides notice under §37.30 contains the names and contact information of the State EO officers and is posted in each lobby, resource room, staff room and in other spaces frequented by staff, clients and the public;
- The Alaska Job Center Network Equal Opportunity web pages at <http://www.jobs.state.ak.us/eo/index.html> contain the names and contact information of EO Officers and EO Coordinators;
- Each of the five main “home” pages for the department contains an accessibility statement, which links to EO contacts.
- Recipients receive a copy of the Commissioner’s Memorandum regarding WIA Equal Opportunity Requirements and Notice annually, which also announces DOLWD’s Policy 01.01.003 on WIA Equal Opportunity and Nondiscrimination;
- Each staff member and client is furnished a copy of their Employee/Client Notice: “Equal Opportunity is the Law”; and
- The Employment Services Electronic Processing Manual (EPM) Volume lists the names, locations, contact information and duties of each State EO officer.



- All recipients annually notify staff, applicants, and the public of their right to nondiscrimination and equal opportunity and of the right to file a discrimination complaint.
- Ongoing notice and communication is provided by EO Officers in e-mail communications, training sessions, and publications.

Implementation of 29 CFR Part 37

Describes the EO duties, responsibilities and activities associated with the implementation of 29 CFR part 37, (i.e. handling complaints, monitoring, data collection and analysis, etc.) and all other duties, responsibilities and activities.

Applicants and participants in grant or job center programs are notified of the EO Officer contact information via tag lines on applications, brochures, etc., and on posters posted throughout job centers. Any customers contacting any job center team member with a discrimination allegation are transferred to the EO Coordinator or the AJCN EO Officer, Jason Burke. Either the EO Coordinator or EO Officer will determine if the customer wishes to file a complaint of discrimination. If so, they will forward the *EO Complaint Information Form* directly to the complainant using e-mail, Internet, regular mail, or other means as appropriate. The EO Coordinator will notify the EO Officer of the pending complaint within five days.

The EO Coordinator nearest to the complainant, or the EO Officer, will assist the complainant in completing the form. Specific instructions and timelines are provided for returning the form to the EO Officer. If the complainant returns the CIF to the EO Coordinator, the EO Coordinator must forward it to the EO Officer within 24 hours of receipt of the completed form. The EO Coordinator mails the original to the EO Officer, with a copy maintained at the EO Coordinator, and a copy provided to the complainant.

A DOLWD memo and Policy 01.01.003 on WIA Equal Opportunity and Nondiscrimination are sent annually and as needed to recipients to advise them of requirements under 29 CFR 37. This memo advises recipients of the EO Officers assigned by DBP and ESD, EO notice and communication, minimum nondiscrimination requirements, monitoring, corrective actions, and compliance assistance. It stipulates that each staff member must be made aware of their EO rights and ability to file a complaint with the appropriate EO Officer.

Annual training is provided to EOC's, unless they are new to the job, in which case training occurs within six months. EOCs are encouraged to provide EO training to staff members on various topics throughout the



year, and to coordinate local activities toward EO compliance. All EOCs are required to supply the CRC Complaint Log annually.

The AJCN EO Officer performs an annual on-site monitor of at least twenty-five percent of the job center locations, and provides on-site WIA EO training as part of that process. The EO Officer for Grants and Contracts provides for monitoring of all grantees on an annual basis for EO compliance. Both EO Officers provide other WIA EO training and technical assistance throughout the year.

Partner agency points-of-contact will engage with EO Officers in ensuring EO compliance in their programs and activities. DOLWD Policy 01.01.003 provides that the State EO Officer will refer to the top official, such as a division director, in the absence of a designated point-of-contact.

Equal Opportunity Coordinator Listing

Following is a list of EOCs, arranged by geographic region in the AJCN, and by subunit for Unemployment Insurance and the Division of Business Partnerships (DBP). EOCs report directly to Mr. Burke on EO matters regarding WIA Title I recipients within the AJCN, except the Division of Business Partnerships. EOCs report to Mr. Foisy regarding WIA recipients funded through Division of Business Partnerships grants, contracts, and service providers, except the Employment Security Division. EOCs also report to the lead field supervisor indicated for administrative purposes.

Anchorage Mat-Su Region

Lead Field Supervisor

Brad Gillespie, Anchorage Mat-Su Regional Manager
3301 Eagle Street
P.O. Box 107024
Anchorage, AK 99510-7024
Phone: (907) 269-1081
Fax: (907) 269-4825
TDD: 1-800-770-8973 (Alaska Relay)
E-Mail: brad_gillespie@labor.state.ak.us



Eagle River and Anchorage-Gambell EOC:

Gary Darby, Employment Service Manager
Eagle River and Gambell Job Centers
3301 Eagle St, Suite 101
Po Box 107024
Anchorage, AK 99510-7024
Phone: (907) 269-4712
Fax: (907): 269-4825
TTY Gambell: (907) 269-6499
TTY Eagle River: (907) 696-6855
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: gary_darby@labor.state.ak.us

Anchorage Midtown EOC:

Kim Harness, Employment Service Manager
Midtown Job Center
3301 Eagle Street
P.O. Box 107024
Anchorage, AK 99501-7024
Phone: (907) 269-4764
Fax: (907) 269-4825
TTY: (907) 269-4745
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: kim_harness@labor.state.ak.us

Anchorage Muldoon EOC:

Robert Hines, Employment Security Manager
Muldoon Job Center
400 Gambell Street, Suite 304
Anchorage, AK 99501
Phone: (907) 269-2025
Fax: (907) 269-3573
TTY: (907) 269-0069
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: robert_hines@labor.state.ak.us

Mountain View Job Center EOC:

(services Youth ages 14-21 only)
Maria Carter
Nine Star Enterprises, Inc.
315 Price Street
Anchorage, AK 99508-1219
Phone: (907) 297-5464
Fax: (907) 297-5434
TDD: 1 (800) 770-8973 (Alaska Relay)



Wasilla (Mat-Su Valley) EOC:

Barbara West, Employment Service Manager
Mat-Su Job Center
877 Commercial Drive
Wasilla, AK 99654-6937
Phone: (907) 352-2518
Fax: (907) 352-2522
Voice/TTY: (907) 352-2509
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: barbara_west@labor.state.ak.us

Northern/Interior Region

Lead Field Supervisor:

Nikki Adams, Interior Regional Manager
675 Seventh Avenue, Station D
P.O. Box 71010
Fairbanks, AK 99707-1010
Phone: (907) 451-3110
Fax: (907) 451-2919
TTY: (907) 451-5901
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: nikki_adams@labor.state.ak.us

Fairbanks EOC:

Willie Young (Ms.), Employment Security Specialist
Fairbanks Job Center
675 Seventh Avenue, Station D
P.O. Box 71010
Fairbanks, AK 99707-1010
Phone: (907) 451-3145
Fax: (907) 451-2919
TTY: (907) 451-5945/5901
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: willie_young@labor.state.ak.us



Nome EOC:

Noni Burno
Employment Service Manager
1078 Kodiak Street
Barrow, AK 99723
Phone: (907) 852-4111
Fax: (907) 852-4122
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: noni_burno@labor.state.ak.us

Glennallen EOC:

Theresa Absher, Employment Service Manager
Glennallen Job Center
Mile 186.5 Glenn Highway
P.O. Box 109
Glennallen, AK 99588-0109
Phone: (907) 822-3350
Fax: (907) 822-5526
Voice/TTY: (907) 822-3350
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: theresa_absher@labor.state.ak.us

Tok EOC:

Margaret (Peg) Kozlowski, Employment Services Manager
Tok Job Center
State Combined Facility Bldg.
P.O. Box 440
Tok, AK 99780
Phone: (907) 883-5629
Fax: (907) 883-5628
Voice/TTY: (907) 883-5629
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: margaret_kozlowski@labor.state.ak.us

Nome EOC:

Noni Burno, Employment Service Manager
Barrow Job Center
1078 Kodiak Street
Barrow, AK 99723
Phone: (907) 852-4111
Fax: (907) 852-4122
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: noni_burno@labor.state.ak.us



Delta Junction EOC:

Regina Horne, Employment Security Specialist
Delta Junction Job Center
Mile 269.1 Richardson Highway
P.O. Box 766
Delta Junction, AK 99737-0766
Phone: (907) 895-3216
Fax: (907) 895-3218
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: regina_horne@labor.state.ak.us

Southcentral Region

Lead Field Supervisor:

Diana Spann, Peninsula Regional Manager
11312 Kenai Spur Hwy
Kenai, AK 99611
Phone: (907) 283-2957
Fax: (907) 283-3544
Voice/TTY: (907) 283-2900
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: diana_spann@labor.state.ak.us

Peninsula EOC:

Diana Spann, Peninsula Regional Manager
Peninsula Job Center
11312 Kenai Spur Hwy
Kenai, AK 99611
Phone: (907) 283-2957
Fax: (907) 283-3544
TTY: (907) 283-2900
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: diana_spann@labor.state.ak.us

Reports To:

Ted Burke, ESD Job Center Chief of Field Operations
1111 West 8th Street, Suite 210
P.O. Box 115509
Juneau, AK 99811-5509
Phone: (907) 465-4892
Fax: (907) 465-8537
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: ted_burke@labor.state.ak.us



Homer EOC:

Lisa Croft, Employment Service Manager
Homer Job Center
270 West Pioneer Ave.
Homer, AK 99603-7528
Phone: (907) 235-7792
Fax: (907) 235-6143
TTY: (907) 235-6132
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: lisa_croft@labor.state.ak.us

Kodiak EOC:

Donene Tweten, Employment Service Manager
Kodiak Job Center
309 Center Avenue
Kodiak, AK 99615-6315
Phone: (907) 486-3105 #6
Fax: (907) 486-4716
Voice/TTY: (907) 486-3105
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: donene_tweten@labor.state.ak.us

Seward EOC:

Norman Casagranda, Employment Security Specialist
Seward Job Center
410 Adams Room #203
P.O. Box 1009
Seward, AK 99664
Phone: (907) 224-5276
Fax: (907) 224-5277
Voice/TTY: (907) 224-5276
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: norman_casagranda@labor.state.ak.us

Valdez EOC:

Shannon Mahoney-Irish, Employment Service Manager
Valdez Job Center
State Office Building, Room 22
P.O. Box 590
Valdez, AK 99686-0590
Phone: (907) 835-4910
Fax: (907) 835-3879
TTY: (907) 835-3886
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: shannon_mahoney-irish@labor.state.ak.us



Southeast Region

Lead Field Supervisor

James Harvey, Southeast Regional Manager (Acting)
Juneau Job Center
10002 Glacier Highway, Suite 200
Juneau, AK 99801-8569
Phone: (907) 465-5546
Fax: (907) 465-4377
TTY: (907) 465-2914
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: james_harvey@labor.state.ak.us

Juneau EOC:

Mary Rodman-Lopez, Community Development Specialist
Juneau Job Center
10002 Glacier Highway, Suite 200
Juneau, AK 99801-8569
Phone: (907) 465-5546
Fax: (907) 465-2984
TTY: (907) 465-2952
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: mary_rodman-lopez@labor.state.ak.us

Reports To:

Ted Burke, ESD Job Center Chief of Field Operations
1111 West 8th Street, Suite 210
P.O. Box 115509
Juneau, AK 99811-5509
Phone: (907) 465-4892
Fax: (907) 465-8753
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: ted_burke@labor.state.ak.us

Ketchikan EOC:

Melissa Cruise, Employment Service Manager
Ketchikan Job Center
2030 Sea Level Drive, Suite 220
Ketchikan, AK 99901
Phone: (907) 228-3221
Voice/TTY: (907) 225-3181
Fax: (907) 247-0557
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: melissa_cruise@labor.state.ak.us



Petersburg EOC:

Valori Enge, Employment Service Manager
Petersburg Job Center
102 Haugen Drive
P.O. Box 389
Petersburg, AK 99833-0389
Phone: (907) 772-3791
Fax: (907) 772-3697
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: valori_enge@labor.state.ak.us

Sitka EOC:

David Reid, Employment Service Manager
Sitka Job Center
304 Lake Street Room 101
Sitka, AK 99835-7563
Phone: (907) 747-3423
Fax: (907) 747-7579
Voice/TTY: (907) 747-3423
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: david_reid@labor.state.ak.us

Southwest Region

Lead Field Supervisor:

Barbara Cowboy, Southwest Regional Manager
BNC Complex Suite 110
P.O. Box 1607
Bethel, AK 99559-0187
Phone: (907) 543-1903
Fax: (907) 543-1621
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: barabara_cowboy@labor.state.ak.us

Bristol Bay EOC:

Pat Owens (Mr.), Employment Security Specialist
Bristol Bay Job Center
503 Wood River Road
P.O. Box 1149
Dillingham, AK 99576-1149
Phone: (907) 842-5579
Fax: (907) 842-5679
TDD: 1 (800) 770-8973 (Alaska Relay)
pat_owens@labor.state.ak.us



Kotzebue EOC:

Glenn Lodge, Employment Security Specialist
Kotzebue Job Center
333 Shore Avenue
P.O. Box 1209
Kotzebue, AK 99752-1209
Phone: (907) 442-3280
Fax: (907) 442-3920
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: glenn_lodge@labor.state.ak.us

Nome EOC:

Leah Senungetuk, Community Development Specialist
Nome Job Center
320 East Front Street
P.O. Box 161
Nome, AK 99762
Phone: (907) 443-9354
Fax: (907) 443-2409
Voice/TTY: (907) 443-2626
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: leah_senungetuk@labor.state.ak.us

Yukon-Kuskokwim Delta EOC:

Lena Mathlaw, Community Development Specialist
Yukon-Kuskokwim Delta Job Center
460 Ridgecrest Drive, Suite 112
P.O. Box 187
Bethel, AK 99559-0187
Phone: (907) 543-1601
Fax: (907) 543-1621
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: lena_mathlaw@labor.state.ak.us



Unemployment Insurance (UI) Call Center EOCs

Lead Field Supervisor:

David Lefebvre, Unemployment Insurance Support Services Manager
1111 West 8th Street
P.O. Box 25505
Juneau, AK 99802-5505
Phone: (907) 465-2979
Fax: (907) 465-5573
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: david.lefebvre@labor.state.ak.us

Anchorage UI Call Center EOC:

Steve Kinzie, Supervisor
Anchorage UI Call Center
3301 Eagle Street
P.O. Box 107224
Anchorage, AK 99510-7224
Phone: (907) 269-4700
TDD: 1(800) 770-8973 (Alaska Relay)
E-mail: steven_kinzie@labor.state.ak.us

Juneau UI Call Center EOC:

Jeffrey Morgan, Supervisor
Juneau UI Call Center
1111 West 8th Street, Suite
P.O. Box 11
Juneau, AK 99811
Phone: (907) 465-2978
Fax: (907) 465-5573
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: jeff_morgan@labor.state.ak.us

Fairbanks UI Call Center EOC:

Beverly Dube, Manager
Fairbanks UI Call Center
Alaska Department of Labor & Workforce Development
Phone: (907) 451-2901
Fax: (907) 451-2878
TDD: 1 (800) 770-8973 (Alaska Relay)
E-Mail: beverly_dube@labor.state.ak.us



Division of Business Partnerships

Alaska Vocational Technical Center

Patty Price
Counseling Department Head
AVTEC, Division of Business Partnerships
P.O. Box 889
809 2nd Avenue
Seward, Alaska 99664
Phone: (907) 224-4180
TTY: 1 (800) 478-5389 or 224-4140
TDD: 1 (800) 770-8973 (Alaska Relay)
E-mail: patti_price@labor.state.ak.us

Reports to:

Dick Harrell
Instructional Administrator
AVTEC, Division of Business Partnerships
P.O. Box 889
809 2nd Avenue
Seward, Alaska 99004
E-mail: dick_harrell@labor.state.ak.us



Documentation for Element One

(Online addresses provided where available)

Alaska Workforce Investment Board Resolution 06-04

<http://www.labor.state.ak.us/awib/resolutions.htm>

Alaska Workforce Investment Board Roster

http://www.labor.state.ak.us/awib/forms/roster_0206.pdf

Alaska Job Center Network Offices

<http://www.jobs.state.ak.us/offices/>

Alaska Administrative Orders:

210: Governor's designation of the Alaska Workforce Investment Board

<http://www.gov.state.ak.us/admin-orders/210.html>

(Delegates authority to the AWIB as part of the Division of Business Partnerships (DBP); ESD is designated One-Stop Operator in the MOU.)

221: State Faith-Based Contact

<http://www.gov.state.ak.us/admin-orders/221.html>

205: Establishment of the DBP:

<http://www.gov.state.ak.us/admin-orders/205.html>

195: Findings of the Governor's Commission on Tolerance:

<http://www.gov.state.ak.us/admin-orders/195.html>

(References applicable laws, regulations, and administrative actions pertaining to Alaska's civil rights law.)

Memoranda of Understanding:

Alaska Workforce Investment Board and Alaska Job Center Network

Alaska Workforce Investment Board and Alaska Native Section 166
Workforce Grantees

Alaska Job Corps (or primary contractor for Job Corps) and the One-Stop
Operator

Organization Charts

Division of Business Partnerships

Employment Security Division Director's Office

Position Descriptions



Roger Foisy
Jason Burke
Employment Service Manager
Employment Security Specialist
Unemployment Insurance Call Center Supervisor

Training Material

Agenda, Civil Rights Center Methods of Administration Training March 22 and 23, 2006 Anchorage, AK

Partnerships for EO Compliance, presented to the Alaska Workforce Investment Board Employment and Placement Committee on October 26, 2005.

EO Coordinator Overview including Technical Alerts to Employment Security Division Staff on Selected Topics

Job Center EO Requirements for Employer Activities – disseminated in program presentations to relevant staff.

Policies

Department of Labor and Workforce Development Policy No. 01.01.003
WIA Equal Opportunity and Nondiscrimination

Department of Labor and Workforce Development
Employment Security Division Electronic Processing (Policy) Manual
Volume 23, Equal Opportunity

Memoranda

Commissioner O'Claray to Lead WIA Recipients re: WIA EO Requirements and Notice, Draft, May 15, 2006

Director Tom Nelson to Lead Employment Security Division WIA Recipients re: WIA EO Requirements and Notice, Draft, May 15, 2006

Miscellaneous

Organizational Web Overview – Links
State of Alaska Agencies, Boards and Committees
ESD Programs Operating within the Job Center Network
Partner Agencies