

# CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL  
GENERAL MANAGER



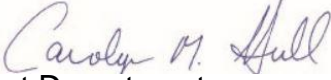
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LOS ANGELES, CA 90017

**DATE:** July 22, 2021

**TO:** LA's Workforce Development System – WorkSource Centers

**FROM:** Carolyn M. Hull, General Manager   
Economic and Workforce Development Department

**SUBJECT: WDS INFORMATIONAL BULLETIN No. 22-03  
CALJOBS<sup>SM</sup> APPOINTMENT FEATURE**

## **EFFECTIVE DATE**

This bulletin is effective upon the date of issue.

## **PURPOSE**

The purpose of this bulletin is to inform all WorkSource and YouthSource Centers that the State has released a new appointment feature within the CalJOBS<sup>SM</sup> system and instructions on completing the process to set up this new enhancement. The purpose of the new appointment feature is to increase efficiency and facilitate the participant appointment process. This bulletin identifies the steps required for setting up and using the appointment feature.

The attached CalJOBS Appointment Feature Guide provides step-by-step instructions to assist center staff in setting up and using the new appointment feature.

## **BACKGROUND**

CalJOBS is the federally recognized system of record for participant tracking and reporting. It is the Employment Development Department's commitment to provide a system that will meet or exceed California and Local Area needs, which has been demonstrated by the recent addition of the CalJOBS appointment feature within the existing appointment calendar. This enhancement is intended to standardize the appointment process and reduce the burden to Center staff.

This will allow individuals and employers to search for and request an appointment with their case manager or staff within their default Local Workforce Development Area.

## **SET UP PROCEDURE**

The following are the steps required for staff to set up and use the appointment feature in CalJOBS and instruct customers. Staff will have the ability to do the following:

1. Set up the types of reasons for a customer visit
2. Set their availability

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.

3. Instruct customers on how to request an appointment in the event calendar or message
4. Approve the appointment and select the preferred appointment type

The attached CalJOBS Appointment Feature Guide provides step-by-step instructions to assist staff in using the appointment feature. The guide provides instruction for staff to set up the appointment feature as well as assist the customer in scheduling appointments.

**REQUIRED ACTION**

To disseminate the information and instructions in this bulletin to all relevant staff and follow the instructions in the CalJOBS system to set up the new appointment feature enhancement.

**WDS CONTACT**

If you have any questions or require technical assistance regarding this bulletin, please contact Emoli Mendez at [Emoli.Mendez@lacity.org](mailto:Emoli.Mendez@lacity.org) or (213) 744-7167, TTY:711.

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Attachment 1: CalJOBS Appointment Feature User Guide