

CITY OF LOS ANGELES

CALIFORNIA

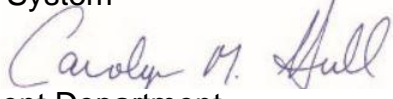
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GENERAL MANAGER

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: October 3, 2022

TO: LA's Youth Workforce Development System

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

**SUBJECT: WDS INFORMATIONAL BULLETIN No. 23-01
HIRE LA'S YOUTH WORKSITE APPLICATION – LAUNCH PROGRAM
YEAR 2022-23**

EFFECTIVE DATE

This bulletin is effective upon date of issuance.

PURPOSE

The purpose of this bulletin is to notify YouthSource Centers (YSC), Hire LA Providers, Unite LA, LAUSD, WorkSource Centers (WSC), BusinessSource Centers (BSC), and P3 partners about the new HIRE LA's Youth (HLAY) Automated Worksite Application <https://worksiterequests.hirelayouth.com/>.

BACKGROUND

Hire LA is the result of the City's campaign to provide employment opportunities to young Angelenos. Youth employment programs are a vital component of the Workforce System, providing youth with an opportunity to earn a paycheck while developing foundational workplace skills for over 30 years in the City. The program's success is well documented each year. This year's program is projected to reach over 8,000 14–24-year-olds. Though some youth will work with the City, most will be placed in private companies/host worksites.

The Economic Workforce Development Department (EWDD) administers the City's Youth Workforce System, which is comprised of fourteen (14) YSC and nine (14) non-YSC/HLAY Providers. Service providers operate the centers under contract with the City of Los Angeles - EWDD, most of which are community-based, non-profit organizations. The centers provide young Angelenos, ages 14–24, with the support and resources needed to succeed in school and life. Youth receive financial education and career development instruction as part of the program. In addition to the HLAY web-based platform, which facilitates more efficient and effective processes for registration/application, campaign lottery, and data management for both contracted providers and EWDD staff. EWDD has incorporated a designated website for host worksites. Employers interested in partnering with Hire LA providers can now create a profile, provide information about the work experience, and select and connect with providers directly. The worksite application creates mechanisms for better tracking the

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.

opportunities available to youth, matching youth and available opportunities more effectively and allows for an expedited process.

RECOMMENDED ACTION

Call for YSC/ Hire LA, Los Angeles Unified School District (LAUSD, Unite LA, and Partners

- This informational bulletin calls for YSC, Hire LA agencies, LAUSD, Unite LA, and system partners to have prospective employer partners visit the new HIRE LA's Youth Worksite Application at worksiterequests.hirelayouth.com/. Note that EWDD will advertise the Worksite Application on the EWDD website, and all prospective employer partners will be directed to the Worksite Application.
- Employers may be directed to <https://vimeo.com/734051833> to view a video tutorial on how to complete the application online.

Reminder for YSC/Hire LA Providers

- This informational bulletin also serves as a reminder for YSC and Hire LA agencies to visit the provider site, www.enrollment.hirelayouth.com. On the provider site, worksite contact information can be retrieved, and information concerning the work experience, including industry and sector, duties, work schedule, and skill level needed, can be accessed. A tutorial for providers may be accessed via <https://vimeo.com/736170633>.
- After contacting the worksites, providers must set up a meeting with them to complete the worksite agreement.
- EWDD encourages providers to work with current and existing worksites to input the information. However, it is not mandatory. This site is intended to capture new prospective employer partners.
- EWDD is planning to embed the worksite agreement on the platform to allow for electronic signatures and document storage.

WDS CONTACT

If you have any questions or require further information related to this bulletin, please contact Makeda Vela at Makeda.Vela@lacity.org or at (213) 744-7345, TTY: 711.

CMH:GR:MV:cg

Attachments: 1. Entering a Worksite Application Instructions (Provider)
2. Applying as a Worksite Instructions (Employer)