



Alliance For
Workforce Development, Inc.
Providing pathways to success

January 1, 2012-March 31, 2012



Submitted by Jennifer Johnson

Sierra Business and Career Network



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2012 Labor Law Update Workshop



The Sierra Business and Career Network held its 2012 Labor Law Update Workshop at the Senior Citizen's Center on January 31, 2012. Eleven people attended this informative workshop, a record attendance for Sierra County. AFWD's Executive Director Traci Holt, PHR presented the workshop. Ms. Holt shared her HR expertise, and knowledge of current labor laws, with local businesses to assist them with their business and HR needs. AFWD holds the annual Labor Law Update Workshop to keep local businesses abreast of recent changes that affect their company and their employees.

Topics this year included:

- NLRB – Notification of Employee Rights
- Meal and Rest Break Update
- Pregnancy Disability Leave SB299
- Notice of Pay Detail AB469
- Independent Contractor SB459

Some common questions asked included:

- What should be included on a timecard to show breaks were taken?
- What is the minimum rest period for an employee?
- How do we set up an alternate work week?



Other items included:

- OSHA reporting
- Social Media White Paper
- Employee status versus independent contractor

Alliance for Workforce Development, Inc. (AFWD) provides workforce development and human resource services throughout Butte, Lassen, Modoc, Plumas, and Sierra Counties. Through a team approach, and in collaboration with other organizations, AFWD is committed to meeting employers' workforce development needs. For further information on AFWD's business services please visit us at www.aworkforce.org.



Sierra Business and Career Network helps Vicki's find a short order cook

**Visit Vicki's Blue Moon Bakery at:
700 Main St, Loyalton, CA 96118
530-993-4634**

Vicki's Blue Moon Bakery located in Loyalton, CA opened November of 2007 and has been going strong ever since. Besides the delicious homemade donuts and assorted pastries, her cakes and cheesecakes are famous for literally hundreds of miles around! Vicki's is also a breakfast/lunch restaurant. Her homemade breakfasts, soups and sandwiches are well worth the drive to Loyalton.

Vicki recently was looking for a short order cook and placed a job order with Sierra Business and Career Network. We developed a job description and interview questions for the position. After carefully screening our job applicant pool, two qualified candidates were referred to her. We then assisted her with the interview process.



The result was a.....

Client Success Story!!!



Jason Purvis, a father of five, came to the Sierra Business and Career Network in need of employment assistance after relocating back to Loyalton from Roseville in June 2011. He had not been able to find work since his return.

The staff at the Business and Career Network assisted Jason with creating a professional resume, job search and job referral services. A position opened up with Vicki's Blue Moon Bakery in Loyalton and Jason interviewed for the position. This was a good fit for Jason, as he has had experience working as a line cook in the Sacramento area. Jason was hired a few days later and was very excited to finally have a great job that also happened to be within walking distance from his home in Loyalton.





NEG/OJT CLIENT SUCCESS STORY... KAREN ROBINSON

With the Business and Career Networks in both Plumas and Sierra Counties working together, The Alliance for Workforce Development, Inc. has continued to assist Simple Fuels, a local biodiesel producer in Chilcoot, Plumas County, California.

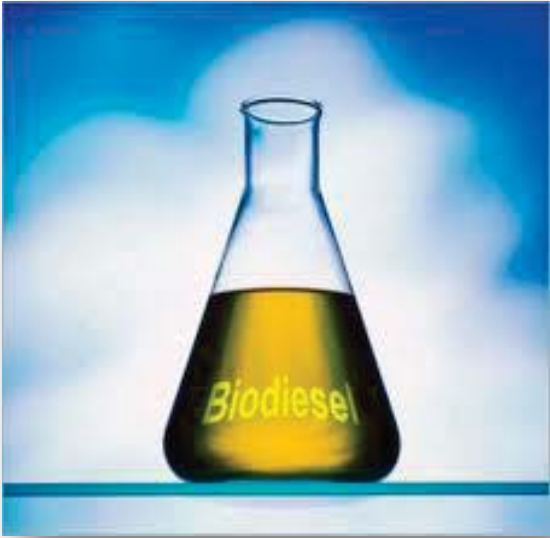


In August of 2011 Karen Robinson was hired as a Biodiesel Administrative Clerk to assist President, Jamie Lutch with many of the administrative tasks that are so important to the smooth operation of this growing “green” business. Through funding from the National Emergency Grant, AFWD supported Karen’s “On the Job” training period during her first 24 weeks of employment. In February this year she successfully completed this initial training, becoming a valuable employee who is trained in the many job specific tasks necessary to support this biodiesel business. Karen plays a vital role in tracking the progress of sales



representatives and assisting in data entry to track prospective clients and new grease suppliers. She has demonstrated the ability to efficiently maintain the company’s database for all grease collection schedules and payments to suppliers. During her training Karen was supported by AFWD through computer based, pre-vocational instruction courseware, “Element K”. Consisting of self-paced, e-learning courses, “Element K” helped Karen to update her skills in Access, Word, Excel and QuickBooks, giving her the knowledge needed for her new position.

Simple Fuels President, Jamie Lutch, commented, "The training program via Business and Career Network has proven to be invaluable to our company. Our industry is quite complex and as a small growing business we did not have the resources to support a full-time employee through a lengthy training period. The assistance we received through the program allowed us to train Karen with the skills and information required to handle the multitude of accounting, compliance, customer service, and data management tasks. She is a valuable part of our team and we expect this full-time position to remain in place indefinitely."



Karen's explains, "Having enjoyed the benefits and pleasures of living in Sierra Valley for many years, I am aware that the biggest drawback is the lack of employment and business opportunities locally so I have spent a lot of time and expense commuting to work in

Reno. I was therefore excited to see a biodiesel plant being built in Chilcoot knowing that it would provide local employment for our community. I was surprised and grateful when the Business and Career Network, and Jamie Lutch at Simple Fuels Biodiesel, gave me the opportunity to get the necessary, on the job training, for a full time position in the office. I find it an exciting industry and a great place to work where I can make a beneficial difference for my family, my employer and the community. I am looking forward to seeing this company expand and provide others with a great job opportunity."



We congratulate Karen on her achievements and wish her continued success in her new career.

CLIENT JASON WARDROBE'S SUCCESS STORY



Jason Wardrobe came to see the staff at the Business and Career Network after relocating to Sierra County and when in need of immediate work to provide for his family. The staff assisted him with his resume and referred him to numerous jobs with local employers that he would be qualified for.

After much hard work on his part, Jason was able to obtain a job in Costco doing product sales promotion for a beverage company, Zipp Fizz-Innova Nutrition. He now works 32 hours per week and averages a very good hourly wage and with his commission and is once again able to provide for his family. For more information on zipfizz visit: <http://zipfizz.com/>





National Emergency Grant (NEG) On-the Job Training (OJT) for Wiggin's Trading Post

Wiggin's Trading Post is a quaint one stop store nestled in the "heart" of Chilcoot, CA, has everything from fishing equipment, groceries, animal feed/tack to homemade fudge! Inside the store is **DONNA'S MEAT MARKET** offering fresh meat daily, as well locker meat and freezer specials. This is where a unique NEG/OJT position became available. Donna was in need of an assistant to help her with the cutting of various types of meat that she buys from the outlying ranches. Being in a rural area, experienced meat cutters are hard to find. Sierra Business and Career Network (BCN) was able to work with Donna to create a meat cutter job description fitting her needs. Donna's is a small business with no employees and she did not have the funds needed to bring on and train an employee to become a Meat Cutter. Sierra BCN was able to use NEG grant funds to develop an OJT meat cutter position and began to scour its applicant pool to find a qualified job seeker to fill the position.

The Sierra Staff found Robert Graham, who had a career as a truck driver. The economic downturn left him without work for many months. Robert had a previous stint as a ranch hand and had done butchering as a part of the job. He had really enjoyed the butchering part of the job, but was never able to continue in that industry, until now! Having been unable to find work in his normal profession and with options running out, Sierra BCN discussed with him the possibility of the OJT position with Wiggin's. Long story short, Robert has completed his 24 week NEG/OJT training! He is now a meat cutter trained in specialty meat cuts, special orders, game processing and the butchering and processing of locals' livestock.

We congratulate Robert on his achievements and wish him continued success in his new career.



Tim Spearing's Success Story

Tim Spearing was laid off from Sierra Pacific Industries when its Loyalton Co-Generation Power Plant shut down in August of 2010. He had nearly exhausted his unemployment insurance and had not been able to find local work. Tim came in daily to check our job board. Sierra Business and Career Network staff assisted Tim with his resume and helped him obtain an email account for his job search. Staff referred him to multiple positions and he applied for absolutely everything he could. He went on numerous interviews.

In time, a position for Material Handler opened up with URS at the Sierra Army Depot in Herlong, a position Tim was very interested in. He interviewed and within a week was sent a letter stating an offer of employment.

Tim is thrilled to finally be working 40 hours per week and to be receiving benefits his first day on the job.

Way to be diligent with your job search and resourceful.

Great job Tim!



Sierra Business and Career Network teams up with Feather River College and Amber Donnelly



Through the Feather River College Community Education program, Amber Donnelly, a certified computer education teacher, provided computer classes for locals to attend, at the Sierra Business and Career Network office in Loyalton. Registration was completed through the college, although these were non-credit classes. Six students registered to take classes in Microsoft Word, Excel, and PowerPoint. Every Monday through the month of March, students gathered after the BCN office closing at 4pm to learn basic through intermediate functions in each of the three Microsoft Office applications. This was a pilot program for Amber who has taught at Feather River College, Loyalton High School and several other schools in the area. She is trying to determine the need within the resident and business community for local computer education. She will be working with the Sierra BCN staff in the near future to provide additional services, targeting private population and businesses for various computer education classes.

Feather River College
...a beautiful place to learn!



SIERRA BUSINESS AND CAREER NETWORK UPCOMING EVENTS!

For more information on upcoming events & workshops visit:

<http://www.afwdhr.org/id3.html>



PLUMAS & SIERRA COUNTY JOBSEEKERS

You are invited to the

16th ANNUAL PLUMAS/SIERRA JOB FAIRS



FREE ADMISSION:

- Dress your best and bring your resume
- Interview with local employers face-to-face
- Full and part-time positions available

2012

April 3rd: Chester Memorial Hall
225 Gay St., Chester, CA 96020

April 4th: Feather River College Gym
570 Golden Ave., Quincy, CA 95971

April 5th: Graeagle Fire Department
7620 Highway 89, Graeagle, CA 96103



Sponsored by:



Job Fairs are from:

2:30pm - 4:30pm

at each location



For more information please contact:

Plumas: Jan Prichard (530)283-1606 jprichard@ncen.org
Sierra: Jennifer Johnson (530)993-4295 jjohnson@ncen.org

Alliance for Workforce Development, Inc. is an Equal Opportunity Employer/Program.
Auxiliary Aids and services are available upon request to individuals with disabilities. Requests made at least 72 hours in advance will help to ensure availability.