DATE:       June 30, 2016

TO:         LA's Workforce Development System

FROM:       Jaime H. Pacheco-Orozco, Director, 
            Workforce Development System

SUBJECT:    WDS DIRECTIVE NO. 16-16 
            JOBSLA USER ACCOUNT CONFIRMATION

EFFECTIVE DATE
This directive is effective upon date of issuance.

PURPOSE
The purpose of this directive is to provide instructions regarding JobsLA User Account confirmation.

BACKGROUND
All individuals who access JobsLA have a responsibility to safeguard the system and data. User account control is a mechanism through which this is accomplished. In order to minimize any data security or breach, the City is updating the JobsLA User ID database.

REQUIRED ACTION
- The attached JobsLA User ID spreadsheet must be filled out to identify active JobsLA users.
- Please be aware that the City will de-activate any previously assigned JobsLA User IDs that are not included on the JobsLA User ID spreadsheet.
- E-mail completed JobsLA User ID Spreadsheets to Emoli Mendez at emoli.mendez@lacity.org

DEADLINE FOR RESPONSE
Completed JobsLA User ID Spreadsheets must be e-mailed by Tuesday, July 5, 2016.

WDS CONTACT
If you have any questions regarding this directive, please contact Emoli Mendez at Emoli.Mendez@lacity.org or at (213) 744-7167, TTY (213) 744-9395.

JHP:GR:EM
Attachments JobsLA User ID Spreadsheet

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.