

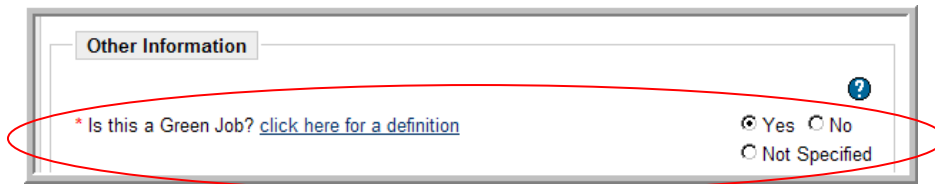
## DEPLOYMENT OF GREEN JOBS TO EFM

The EFM "Hot Fix" that will add Green Jobs is scheduled for : Friday, April 10, 2009

There are no steps required for you to set this functionality up. Changes include the following:

### Job Orders:

1. On the Job Order, Other Information section, a new question will be added "Is this a Green Job?" The question is required when creating a new job order.

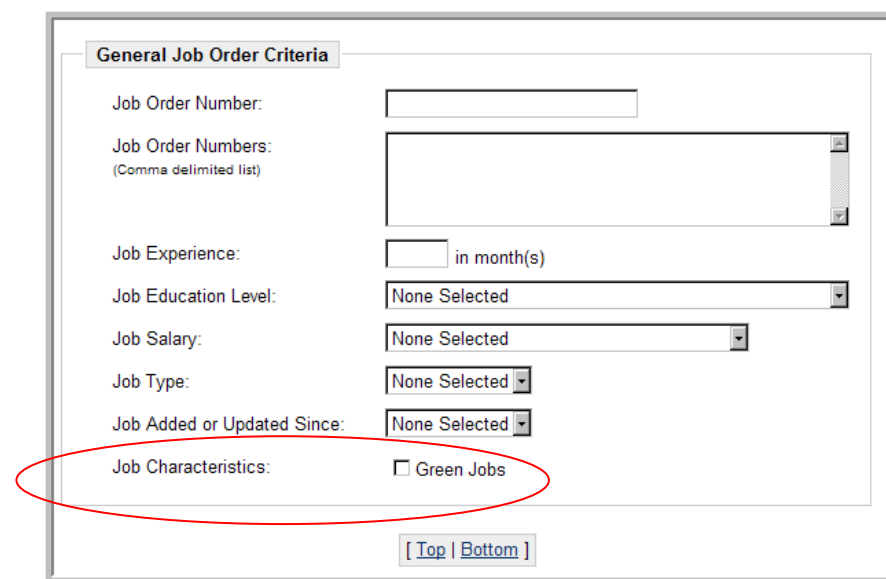


The screenshot shows a form titled "Other Information". A red oval highlights the following text: "\* Is this a Green Job? [click here for a definition](#)". To the right of this text are three radio button options: "Yes", "No", and "Not Specified". A question mark icon is visible in the top right corner of the form area.

2. All existing job orders will have the `joborders.col_greenjob` updated with a value = 9, Not Specified. This will display when an existing job order is edited and will allow it to be saved; however, the value MAY be changed to "yes" or "no" on edit.
3. There is a link to a very general default definition of "Green Job." Clients with Content Publisher can manage this document under the "General" category and it is called "Green Job Definition." This allows each client to define what a green job is in their state.

### Job Searches:

1. There is a new option on the Advanced Job Search page that allows individuals or staff to search for a Green Job. This option is located in the General Job Order Criteria and will return internal/preferred jobs AND external jobs.



The screenshot shows a form titled "General Job Order Criteria". The form contains several input fields and dropdown menus. A red oval highlights the "Job Characteristics" section, which includes a checkbox labeled "Green Jobs". Other fields include "Job Order Number", "Job Order Numbers (Comma delimited list)", "Job Experience" (with a unit "in month(s)"), "Job Education Level", "Job Salary", "Job Type", and "Job Added or Updated Since". At the bottom of the form, there are links for "[ Top | Bottom ]".

2. Internal jobs will return only job orders where the question “Is this a Green Job” is answered “yes.”
3. External jobs will initially return job orders from “Green Jobs” posting sites.
4. We are developing a list of criteria and a process that will assign a “projected green job” status to external jobs (similar to the used to assign projected ONET codes) based upon the industry, the occupation and a list of key words/phrases developed from states that have published lists of green jobs.
5. An indicator will be displayed on job search results



And on the Job Order Display



6. Ultimately clients will have the ability to customize this list of industry NAICs codes, ONET occupation codes and the list of key words/phrases. We anticipate that this functionality will be available in version 10 and it will also be used to ‘tag’ projected training programs that prepare individuals for employment in green jobs.
7. Job Order reports will have new filters added for Green Jobs; in the meantime, these can be queried using [joborders.col\\_greenjob](http://joborders.col_greenjob).

## Case Employment Records

1. The question “Is this a Green Job?” has also been added to all Add an Employer screens used in case management on the Programs Tab, including:
  - a. Wagner Peyser Case Closure Employment
  - b. Wager Peyser Case Outcome Employment
  - c. TAA Case Closure Employment
  - d. WIA Case Closure Employment
  - e. WIA Follow-up Employment
  - f. Generic Case Outcome Employment
  - g. Entered Employment (if the feature is turned on)

The image shows a screenshot of a web-based form with two main sections: "Employer Information" and "Job Information".

**Employer Information**

- [ Select from Internal Job order Placement or Employer ]
- \* Employer Name: [ Text Field ] [ Verify Employer Name ]
- \* Address Line 1: [ Text Field ]
- \* City: [ Text Field ]
- \* State: [ None Selected ] [ Dropdown ]
- \* County: [ None Selected ] [ Dropdown ]
- \* Zipcode: [ Text Field ] [ Search for Zip http://www.usps.com ]
- \* Primary Employer Contact Name: [ Text Field ]
- \* Primary Employer Contact Phone Number: [ Text Field ] - [ Text Field ] - [ Text Field ] Ext [ Text Field ]
- \* Primary Employer Contact Email: [ Text Field ]

**Job Information**

- \* Job Title: [ Text Field ]
- \* Occupation: [ Text Field ] [ Select Occupation ]
- \* Is this a green job?  Yes  No
- \* Hours worked per week: [ Text Field ] (ex. 99.9)
- \* Hourly Wage at Exit: \$ [ Text Field ] [ 0.00 ]
- \* Job Start Date: [ Text Field ] [ Calendar Icon ]  Currently Employed
- \* Job Duties (2500 characters max): [ Text Area ]

[ SpellCheck | Insert occupational description | Clear Text ]

2. There is no immediate plan to include this indicator in system reports; however placements into green jobs can be queried using `tbl_caseemp.col_greenjob`.

## Manage Providers

1. Staff with privileges may identify training programs in the Manage Provider section of the site. In a future update, the Green Jobs indicator will display but this will allow staff to query enrollments in training for Green Jobs using [tbl\\_provservices.col\\_greenjob](#). Note: this indicator will only be displayed on training services, NOT support services.
2. Select Manage Providers > Assist a Provider > select Programs Services on the search return.
3. Click on the Training Program / Service Name link and click Edit Program / Service Details

Staff Created ID:	GSISA0
Date Created:	10/18/2007
Staff Last Edited ID:	
Date Last Edited:	
<a href="#">[ Edit Program / Service Details ]</a>	

Provider: ST PETERBURGS COLLEGE  
Program/Service: Occupational Skills Training

**Service Type Information**

Please select a service type from the options below. After you have selected a service type, you will see the associated service codes.

\* Service Type:

<input checked="" type="radio"/> PS - Approved Provider Training - ITA	<input type="radio"/> PS - Non-ITA Occupational Skills
<input type="radio"/> PS - Office Services	<input type="radio"/> PS - OJT
<input type="radio"/> PS - Other	<input type="radio"/> PS - Training Non-ITA
<input type="radio"/> PS - Work Experience	

**Associated service codes for the PS - Approved Provider Training - ITA service type:**  
300 - \*\*\*Occupational Skills Training - Approved Provider (ITA)  
324 - \*\*\*Adult Educ w/ Occ. Skills Training -Approved Provider (ITA)  
416 - \*\*\*Occupational Skills Training - Approved Provider

**General Information**

\* Status:  Active  Inactive

\* Program / Service Name:

Program / Service Description:

State Use 1:

State Use 2:

State Use 3:

State Use 4:

State Use 5:

\* Green Job:  Yes  No

### **Future Changes for Green Jobs**

1. Development is underway in the CRS module to allow providers to identify training programs as leading to employment in a green job. The green jobs indicator will be displayed on the screen when training programs so flagged are listed.
2. Development is underway to display the green job indicator on the provider training programs.
3. Development is underway to search for providers that have selected the green jobs indicator.
4. Development is underway to tag potential green education programs in the Training and Education Program section using the combination of NAICs industry + ONET occupation code + key word/phrases list for green jobs described in Job Searches #4 and 5 above.