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TO: Cabinet members
FROM: Cindy Zehnder, Chief of Staff *CZ*
SUBJECT: Listing Recovery Act jobs with the Employment Security Department

Every day Washington residents contact the Governor's Recovery Team – often after contacting every other public agency or legislative office they can think of – to get help in coping with our painful economic slump. In many cases they are calling because they need a job. We hear very frequently from unemployed people who see the American Recovery & Reinvestment Act and the projects it will support in Washington as offering one of their few remaining opportunities to rejoin the labor force and preserve their families' economic independence.

As we administer the Recovery Act in Washington, one of our critical responsibilities is to help the people of our state take advantage of the job opportunities that are created when employers establish new positions or re-fill vacant ones. And before people can seize these opportunities, they must be able to learn about them quickly and conveniently.

To that end, Governor Gregoire has directed the Employment Security Department to work with her Recovery Team and all executive branch agencies to ensure that job opportunities associated with the Recovery Act are publicized and filled through the state's WorkSource system. This will not only provide a point of focus for job-seekers, but will offer valuable help to employers and enhance the state's ability to track and report the tangible benefits of the Recovery Act in our state.

Employment Security operates a centralized system for listing job openings and reporting hiring results. The department also can pre-screen candidates to identify unemployed workers who qualify for these jobs.

Beginning immediately, the Governor is directing agencies – and strongly encouraging local and regional organizations that administer Recovery Act funds – to take the following steps:

- State agencies that award contracts or grants for ARRA-funded projects must require the contractors, sub-contractors and/or grantees to list their job openings through Employment Security and report their hiring results. Model language to include in your contracts is enclosed. The only exceptions to this requirement are contracts for jobs that are filled through union hiring halls.

- State agencies also must list their own ARRA-funded job openings with Employment Security and report their hiring results.

Employment Security has established a special Recovery Act business unit to work with local WorkSource offices on communication and recruiting. You may contact the business unit at **877-453-5906, 360-438-4849, or ARRA@esd.wa.gov**. Staff will provide additional information and help answer your questions.

Thank you for your cooperation as we move forward with this critical effort.

Copies: State legislators

Executive directors:

Association of Washington Counties
Association of Washington Cities
Washington Public Ports Association
Washington PUD Association
Washington Association of School Administrators
Council of Presidents
Puget Sound Regional Council
Workforce Development Councils

Enclosures:

Model language for ARRA-funded RFP's and contracts
How to list ARRA jobs with the Employment Security WorkSource system
Frequently asked questions