



Jeb Bush
Governor
Linda H. South
Director

MEMORANDUM

DATE: September 13, 2006

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Program Manager, One-Stop and Program Support

SUBJECT: DVOP/LVER Staffing Levels

During a recent teleconference with the Regional Workforce Boards (RWB) and follow-up discussion at the most recent Partners' Meeting in Jacksonville, it was requested that the RWBs provide AWI with information on the desired levels of DVOP and LVER staff necessary to serve their veteran customers and perform other veterans' related activities. These staffing levels should be based on factors such as veterans' population, veterans' registrations, VA Vocational Rehabilitation and Employment activities, Transition Assistance Program services, and other activities targeting veterans.

The appropriate types of veterans' staff needed should also be considered when planning and deciding these staffing levels. DVOP Specialists facilitate staff-assisted intensive services to meet the needs of veterans with barriers to employment, e.g., disabled veterans, homeless veterans, etc., using the case management approach to deliver services. LVER staff serve as advocates in the One-Stop Career Centers, conduct outreach to employers to develop jobs for veterans, facilitate the provision of priority workforce services for veterans and eligible persons, etc. Please see AWI Veterans' Program web site, www.floridajobs.org/PDG/veterans.html, DVOP/LVER Roles and Responsibilities, for complete information on DVOP/LVER performance and job duties.

Please complete the attached spreadsheet to indicate your DVOP/LVER staffing needs. You should indicate the average cost per position to include the average salaries/benefit costs for staff, the one-stop fair-share/operational costs (rent, network costs, telephone, etc.) and other direct support costs such as staff travel, computers, etc.

It is anticipated that many recently separated veterans, disabled veterans, National Guard members and Reservists will be returning to Florida and they will need the assistance provided by DVOP/LVER staff. Therefore, it is very important that the RWBs have adequate DVOP/LVER staff to respond to needs of these important customers.

Agency for Workforce Innovation

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Please communicate your optimum DVOP/LVER staffing levels to Mitch Collier, mitch.collier@awi.state.fl.us, by September 22, 2006.

If you have any questions or need additional information, please contact Mitch (850) 245-7451 or Shawn Forehand at (850) 245-7424.

Attachment

cc: Mike Switzer
Barbara Griffin
Derek Taylor
Wyatt Pope
Mitch Collier
Shawn Forehand
Carolyn Walker