Workforce Training and Hiring Program Frequently Asked Questions (FAQs)

1. Why does the City have a Workforce Training and Hiring Program?

The City requires training on its construction projects because it has an obligation to ensure that City-funded projects offer equal opportunity in employment and that those who have been historically underutilized in the construction trades have access to jobs through training programs. The City is committed to expending public funds in a manner that benefits the entire community.

2. What is a Training Agent and how do I become a Training Agent?

A Training Agent is a contractor who is registered with the Oregon State Bureau of Labor and Industries (BOLI) Apprenticeship and Training Division (ATD). This enables the company to hire and train apprentices following state-approved training standards.

If you are interested in finding out more, contact BOLI/ATD at (971) 673-0760 and ask how to become a training agent. BOLI/ATD will likely refer you to a Joint Apprenticeship Training Committee, or JATC, for more detailed information. Make sure to ask about the cost associated with training, so you can include that cost in your bid. You may also want to visit the BOLI/ATD website at http://www.oregon.gov/BOLI/ATD/pages/index.aspx.

3. If I have existing workers for the project, do I have to comply with the Workforce Program?

Yes. Even if you have all the workers you need to staff the project, you still must do the following:

- Make every reasonable effort to meet the diversity goals on the project.
- Be a registered Training Agent before starting work on the project.
- Provide 20% apprentice hours in each trade without exceeding the apprentice-tojourney ratio allowed by your apprenticeship program standards. If you already have apprentices, you may bring them to the project. If you do not have any apprentices, you must recruit and hire some.
- Request minority or female apprentices from your apprenticeship program and document all recruitment efforts.
- Submit a Workforce Plan, aka Exhibit 2.

4. If I am a non-union contractor, how do I sign-up with an apprenticeship program?

Non-union programs are available in most trades. If you are interested in finding out more, contact BOLI/ATD at (971) 673-0760. BOLI/ATD will likely refer you to a Joint Apprenticeship Training Committee, or JATC, for more detailed information.

If there is not a non-union apprenticeship program in your trade, then call to discuss your options with Workforce Program staff.

5. I hire all of my workers from the union, and they don't have any minorities of women available. What should I do?

Contact WorkSource Portland Metro Central at (503) 280-6056 to access the CAWS Hiring Pool. CAWS works with area pre-apprenticeship programs and WorkSource to create and maintain a pool of graduates available for hire. This pool can provide hiring employers an alternative source for qualified diverse candidates. A Construction Account Representative is available to offer support, for your recruitment needs.

6. What should I do if fulfilling the 20% apprentice hours will force me to exceed the apprenticeship ratio?

If the apprenticeship ratios would prevent you from meeting the 20%, please call to discuss with Contract Compliance staff.

7. How do I fill out my Workforce Plan?

It's very important to fill out your Workforce Plan in-full, as it helps the Contract Compliance Specialist assigned to your project determine how you intend to comply with the requirements of the Workforce Program, including fulfilling apprenticeship requirements and meeting the diversity goals. In the future, we hope to have a short video to help contractors fill out the form.

8. What resources are available to help my company meet the City's diversity goals on the project?

Aside from having access to WorkSource Portland Metro Central's CAWS Hiring Pool, you may wish to directly contact some of the state-approved pre-apprenticeship programs, for assistance. Contact information for all of the programs can be found on our website at: http://www.portlandoregon.gov/bibs/article/170914.