

The background of the cover is a photograph of a construction site at sunset. The sky is a gradient of orange, pink, and purple. On the left, there is a tall, dark silhouette of a steel structure under construction. On the right, a worker in a hard hat and safety vest stands on a metal platform, looking up at a large, dark rectangular object suspended from above by a crane. The object is held by several cables and a hook. The overall scene is industrial and dramatic due to the low light.

# **SANDAG**

## **JOBS COORDINATOR MANUAL**

**JANUARY, 2023**

# Table of Contents

I.	What is a Jobs Coordinator? .....	3
	Definition .....	3
	CBA GOALS.....	3
	The Duties of the Jobs Coordinator .....	4
II.	Register in Bidnet.....	6
III.	Set up an LCPtracker Account.....	7
IV.	Dispatch of Workers and Monitoring Workers.....	8
	Workforce Dispatch Request Forms .....	8
	Targeted Worker Surveys .....	8
V.	LCPtracker Input.....	12
	Steps to Edit Employee for Targeted Workers.....	12
	Steps to Upload eDocuments .....	15
VI.	Contact Information.....	19

# I. What is a Jobs Coordinator?

## Definition

The CBA defines the as “**Jobs Coordinator**” an independent third-party individual, entity or employee with whom the Prime Contractor enters into a contract or employs to assist the Contractor with achieving and exceeding the Disadvantaged Worker and Targeted Worker goals set forth in Section 4.5 of this CBA. In addition, the Jobs Coordinator shall assist the Contractor to fulfill its Workforce Opportunities for Rising Careers program and Helmets to Hardhats obligations described herein.

## CBA GOALS

As defined by the CBA:

“**Disadvantaged Area**” means a zip code that contains a census tract for which the average household income is no more than 80 percent of the average household income for the Metropolitan Statistical Area (as designated by the U.S. Office of Management and Budget) in which that census tract is located. Qualifying zip codes are available on the SANDAG website, as indicated on the Workforce Dispatch Request Form.

“**Disadvantaged Worker**” means an individual domiciled in a Disadvantaged Area, or a Veteran residing anywhere. “Domiciled” has the meaning set forth in section 349(b) of the California Election Code, indicating a fixed address with intent of continued residency. For Covered Projects that are not federally-funded, and for federally-funded projects for which local hiring requirements have been pre-approved by federal funding sources, this definition is modified by a Local Employment Project Radius, as described in Section 4.5(b).

“**Targeted Worker**” means any individual qualifying for one or more of the following categories, at initial time of employment on the Covered Project in question:

- (a) is a Veteran;
- (b) is an Apprentice with less than fifteen percent of the work hours required for completion of the Apprenticeship Program;
- (c) has no high school diploma or general education diploma (GED);
- (d) is homeless or has been homeless within the last year;
- (e) is a former foster youth;
- (f) is a custodial single parent;

(g) is experiencing protracted unemployment (defined as receiving unemployment benefits for at least three months);

(h) is a current recipient of government cash or food assistance benefits;

(i) has a documented income at or below 100 percent of the Federal Poverty Level;

(j) is formerly incarcerated; or

(k) is a graduate of an apprenticeship readiness program approved to use the multi-craft core curriculum (MC3).

4.5 (a) “In recognition of SANDAG's mission to maximize employment opportunities for Disadvantaged Workers and Targeted Workers, Unions and Contractors agree that Disadvantaged Workers (including those in a Local Employment Project Radius, if applicable), as well as Targeted Workers to the extent such status is known, shall be first referred for Covered Projects. The list of qualifying zip codes for Disadvantaged Workers will be posted on the SANDAG website, as indicated in the Workforce Dispatch Request Form.”

4.5 (b) “The Contractors and Unions agree to work together to achieve a goal of at least thirty (30) percent of the total construction craft hours worked on each Covered Project being performed by Disadvantaged Workers. If the Covered Project does not receive federal funding, or if local hiring requirements are pre-approved by federal funding sources, then the definition of “Disadvantaged Workers” may include a Local Employment Project Radius, which shall consist of a modified definition of Disadvantaged Workers to focus employment and training opportunities on the community impacted by the project. In such cases SANDAG will specify in the Prime Contract whether a Local Employment Project Radius applies, and the details of such modified definition.”

4.5 (c) “The Contractors and Unions agree to work together to achieve a goal of at least ten (10) percent of the total construction craft hours worked on each Covered Project being performed by Targeted Workers. Hours worked by Targeted Workers who are also Disadvantaged Workers may be applied to the Disadvantaged Worker participation goal.”

## The Duties of the Jobs Coordinator

As defined by the WORC Program Hiring Requirements, duties include, but are not limited to:

A. The Jobs Coordinator shall develop, create, design and market specific programs to attract Disadvantaged and Targeted Workers for construction opportunities (e.g., handouts and fliers for “walk-ins” demonstrating program entrance procedures).

B. The Jobs Coordinator shall coordinate services for Contractors to use in the recruitment of Disadvantaged and Targeted Workers.

C. The Jobs Coordinator shall conduct orientations, job fairs and community outreach meetings in the local community.

D. The Jobs Coordinator shall screen and certify the eligibility of the Disadvantaged and Targeted Workers.

E. The Jobs Coordinator shall establish a referral and retention tracking mechanism for placed Disadvantaged and Targeted Workers and apprentices.

F. The Jobs Coordinator shall perform job site visits at least weekly to perform Targeted Worker verification and assist with implementation of the WORC Requirements.

G. The Jobs Coordinator shall network with the various work source centers, community and faith-based organizations and other non-profit entities that provide Disadvantaged and Targeted Workers.

H. The Jobs Coordinator shall coordinate with the various building trades crafts for referral and placement of Disadvantaged and Targeted Workers.

I. The Jobs Coordinator shall maintain a database of pre-qualified Disadvantaged and Targeted Workers for referral.

J. The Jobs Coordinator shall be the point of contact to provide information about available job opportunities on projects.

K. The Jobs Coordinator shall assist Contractors with their documentation efforts and other reports as it relates to their Disadvantaged and Targeted Worker hiring requirements.

L. The Jobs Coordinator shall work closely with SANDAG staff, the building and construction trades, Contractors, and Employees, in achieving the Disadvantaged and Targeted Worker hiring goals.

M. The Jobs Coordinator shall input relevant data into the SANDAG compliance monitoring system (i.e., LCPtracker).

N. The Jobs Coordinator shall assist with any other related tasks associated with the Jobs Coordinator program.

The upcoming sections of this manual will outline and describe the various specific tasks that the Jobs Coordinator will complete in order to be successful.

## II. Register in Bidnet

Bidnet is SANDAG's Vendor database to receive emails of upcoming projects and bid opportunities. Any contractor interested in bidding on SANDAG projects uses their Bidnet account to learn about upcoming contract opportunities.

To register, click on the following link: [Bidnetdirect.com/sandag](https://bidnetdirect.com/sandag).

On the home page you will see the Registration link.

### Vendor Registration

Grow your business and participate in contracting opportunities across the San Diego region. Register to receive real-time notifications and participate in upcoming solicitations.

[REGISTER NOW →](#)

Be sure to attend all of the Pre-Bid Meetings for upcoming CBA-covered projects to stay on top of which contractors are bidding, when the contract will be awarded, and which Primes will potentially be hiring for a Jobs Coordinator.

Reach out to Primes and make yourself known!

### III. Set up an LCPtracker Account

Once a Jobs Coordinator is hired by a Prime Contractor on a SANDAG project, you will need to register in LCPtracker to access the project and input information.

In order for SANDAG to register you in LCPtracker, please provide the following information to [SANDAGCBA@sandag.org](mailto:SANDAGCBA@sandag.org):

- Full Name of contact who will be inputting data into LCPtracker
- Email Address of contact

You will receive an email with your username (your email address) and a temporary password.

To access the system, please go to [LCPtracker.net](http://LCPtracker.net), enter your username and temporary password. You will be prompted to create a new password.

The Login Page will look like this:



## IV. Dispatch of Workers and Monitoring Workers

### Workforce Dispatch Request Forms

Contractors will be submitting Workforce Dispatch Request Forms to all applicable Unions. Contractors can request Disadvantaged and Targeted Workers based on their goal needs. A copy will be sent to the Jobs Coordinator, which will allow the Jobs Coordinator to know which goals the Contractor is still attempting to meet.

Contractors who are already signatory to a union should still complete the Workforce Dispatch Request Form if they need to request additional workers.

The Unions will complete the forms, to the best of their knowledge, with the information of the workers that will be dispatched.

Click the link below to download the Workforce Dispatch Request Form from the CBA website.

[SANDAG Workforce Dispatch Request Form Template](#)

### Targeted Worker Surveys

The Jobs Coordinator must verify that dispatched workers do in fact meet the Disadvantaged and Targeted Worker requirements. Disadvantaged Workers can be verified based on their Zip Code.

To verify Targeted Worker status, Jobs Coordinators will go to the Worksites to distribute Targeted Worker Surveys to the workers and will collect verification documents to be uploaded to LCPtracker.

Click the link below to download the Targeted Worker Survey from the CBA website.

[SANDAG Targeted Worker Survey Template](#)

See examples of the Workforce Dispatch Request Form and the Targeted Worker Survey on the following pages.





**ATTACHMENT B-1 – Workforce Dispatch Request Form**  
 San Diego Association of Governments Community Benefits Agreement

The San Diego Association of Governments (SANDAG) Community Benefits Agreement (CBA) establishes a goal of at least thirty percent (30%) of the total craft hours on each Covered Project being performed by Disadvantaged Workers. The SANDAG CBA also establishes a goal of at least ten percent (10%) of the total craft hours on each Covered Project being performed by Targeted Workers. The Unions and Contractors agree that Disadvantaged Workers and Targeted Workers shall be first referred for Covered Projects when requested through use of this Workforce Dispatch Request Form.

**C O N T R A C T O R U S E O N L Y**

Please complete and fax/email this form to the applicable union to request craft workers that fulfill the hiring requirements for this project. After faxing/emailing your request, please call the local union to verify receipt and substantiate their capacity to furnish workers as specified below. Please print and retain copies of your fax or email transmission for your records.

<b>TO:</b>	Local Union and #	
	Email/Fax	
	Phone	

<b>CC:</b>	Project Labor Coordinator	
	Email/Fax	

<b>FROM:</b>	Contractor	
	Issued by	
	Email/Fax	
	Phone	

**UNION CRAFT WORKER REQUEST:**

Craft Classification	Journeyman or Apprentice	Disadvantaged Worker and/or Veteran	Targeted Worker	No. of Workers Requested
	<input type="checkbox"/> JM <input type="checkbox"/> APP	*	**	
	<input type="checkbox"/> JM <input type="checkbox"/> APP	*	**	
	<input type="checkbox"/> JM <input type="checkbox"/> APP	*	**	
	<input type="checkbox"/> JM <input type="checkbox"/> APP	*	**	
	<input type="checkbox"/> JM <input type="checkbox"/> APP	*	**	
<b>Total Number of Workers Requested:</b>				

**In accordance with the CBA, Article 4, Union Recognition and Employment, we are requesting the union:**

- \* Please provide priority referral of Disadvantaged Workers, based on zip code residence as described on the following page, or veteran status.
- \*\* Please provide priority referral of Targeted Workers, to the extent such status is known by the hiring hall or referral source; see list of criteria on the following page.

**WORKER REPORTING INSTRUCTIONS:**

Reporting Date:		Reporting Time:	
Reporting To:		On Site Phone:	
Project Name:			
Project Location:			
Special Instructions:			

Front



**ATTACHMENT B-1 – Workforce Dispatch Request Form**  
 San Diego Association of Governments Community Benefits Agreement

**U N I O N   U S E   O N L Y**

Please complete the "Union Use Only" section and fax or email both pages to the requesting Contractor and Project Labor Coordinator.

<b>Date Dispatch Received:</b>							
<b>Dispatch Received by:</b>							
<b>Date Worker(s) Dispatched:</b>							
<b>Name:</b>	<b>JM or App</b>	<b>Veteran</b>	<b>Disadvantaged Worker? *</b>	<b>Zip Code</b>	<b>Targeted Worker? *</b>	<b>Targeted Category**</b>	
	<input type="checkbox"/> JM <input type="checkbox"/> APP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> JM <input type="checkbox"/> APP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> JM <input type="checkbox"/> APP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> JM <input type="checkbox"/> APP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> JM <input type="checkbox"/> APP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> JM <input type="checkbox"/> APP	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		

\* PLEASE NOTE: By marking the "No" box for either the "Veteran", "Disadvantaged Worker", and "Targeted Worker" categories you are certifying, on behalf of the Union, that the Union has exhausted all reasonable efforts to locate and dispatch such Veteran, Disadvantaged Worker, or Targeted Worker.  
 \*\* Please indicate number of the Targeted Worker category (a through k, as shown below). You may indicate multiple categories per worker.

A **Disadvantaged Worker** is an individual who resides in a Disadvantaged Area or a Veteran residing anywhere. Below is a list of a few Disadvantaged Area zip codes in the San Diego area.

91905	91906	91910	91911	91932	91934	91942	91945	91950	91977	92004
92020	92021	92025	92027	92036	92054	92055	92058	92061	92066	92070
92083	92086	92102	92104	92105	92113	92114	92115	92154	92173	92536

The complete list of Disadvantaged Area zip codes can be found here: [www.sandag.org/cba](http://www.sandag.org/cba)

A **Targeted Worker** is any individual who qualifies for one or more of the following categories:

- a) Is a veteran or is the eligible spouse of a veteran of the United States armed forces under Section 2(a) of the Jobs for Veterans Act (38 U.S.C. 4215(a))
- b) Is an Apprentice with less than fifteen percent of the work hours required for completion of the Apprenticeship Program
- c) Has no high school diploma or general education diploma GED
- d) Is homeless or has been homeless within the last year
- e) Is a former foster youth
- f) Is a custodial single parent
- g) Is experiencing protracted unemployment (receiving unemployment benefits for at least 3 months)
- h) Is a current recipient of government cash or food assistance benefits
- i) Has a documented income at or below 100 percent of the Federal Poverty Level
- j) Is formerly incarcerated
- k) Is a graduate of an apprenticeship readiness program approved to use the multi-craft core curriculum (MC3)

**[This form is not intended to replace a Union's Dispatch or Referral Form normally given to the employee when being dispatched to the jobsite.]**

Back



**Community Benefits Agreement  
Targeted Worker Survey Form**

All information provided is voluntary and confidential.

WORKER INFORMATION			
Worker Name:		Contractor:	
Home Address:		Zip Code:	
Phone Number:		Email:	
Project Name:			
TARGETED WORKER GOAL			
SANDAG's Community Benefits Agreement requires that ten (10) percent of total construction craft hours worked on each Covered Project be performed by Targeted Workers. A Targeted Worker is an individual who faces one or more of the following barriers to employment at the initial time of employment on the Covered Project:			
<input type="checkbox"/>	Is a Veteran or is eligible spouse of a Veteran of the United States armed forces		
<input type="checkbox"/>	Is an Apprentice with less than 15% of the work hours required for completion of the Apprenticeship Program		
<input type="checkbox"/>	Has no high school diploma or GED		
<input type="checkbox"/>	Is homeless or has been homeless within the last year		
<input type="checkbox"/>	Is a former foster youth		
<input type="checkbox"/>	Is a custodial single parent		
<input type="checkbox"/>	Is experiencing protracted unemployment (receiving unemployment benefits for at least three months)		
<input type="checkbox"/>	Is a current recipient of government cash or food assistance benefits		
<input type="checkbox"/>	Has a documented income at or below 100% of the Federal Poverty Level		
<input type="checkbox"/>	Is formerly incarcerated		
<input type="checkbox"/>	Is a graduate of an apprenticeship readiness program approved to use the multi-craft core curriculum (MC3)		
<input type="checkbox"/>	DECLINE TO STATE		
Specify what document(s) or method(s) were used to verify Targeted Worker status:			



*I certify that the above information is true and correct and understand that at any point SANDAG and its authorized representatives may request verification.*

*I understand that no records provided by me for purposes of verification will be released by SANDAG or the Jobs Coordinator without my permission unless a valid subpoena is issued for my records, or my records are otherwise subject to a court order or other legal process requiring disclosure.*

Worker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Confidentiality**

*I certify that no records provided to me for purposes of verification will be shared with any party outside of SANDAG, including the Prime Contractor, and will remain confidential unless a valid subpoena is issued for the records, or the records are otherwise subject to a court order or other legal process requiring disclosure.*

Jobs Coordinator Name: \_\_\_\_\_

Jobs Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## V. LCPtracker Input

Contractors create employee profiles in LCPtracker for each worker. Disadvantaged Workers will be automatically identified in the system based on their zip codes.

The Jobs Coordinator will be responsible for inputting the information for any employee who qualifies as a Targeted Worker. To do this, they will need to edit the employee's existing profile.

### Steps to Edit Employee for Targeted Workers

1. From the home screen, go to the "Admin" tab



2. Select "Edit Employees"



3. Click on "Filter Employee Selection" and use the fields to limit your search. Once filters are selected, Click Load Employees.

**SANDAG** Active Insights Contract Compliance Training Materials Support Logon

Reports Admin eDocuments Set Up

Select Employee To Edit

Filter Employee Selection

Select a Project  
-- All Projects --

Select a Contractor  
-- All Contractors --

Select a City -- Or -- Select a ZIP Code  
-- All Cities -- -- All ZIP Codes --

Last Name - Full or Partial (optional)

Show Unapproved Apprentices and Expired Approvals  
 Show Apprentices

Load Employees

4. Select the Employee from the drop-down menu

Show Apprentices

Load Employees

Select an Employee \* Only the first 1000 employees are loaded, use filters to narrow down the list

Select an employee to edit...

Help

Add / Edit Employee Information

5. Click on "Demographic Classifications"

Select Employee To Edit

Filter Employee Selection

Select an Employee

BENNETT, TIANA (Frank's Paving) x Help

Add / Edit Employee Information

Demographic Classifications

HUD Section 3 Information

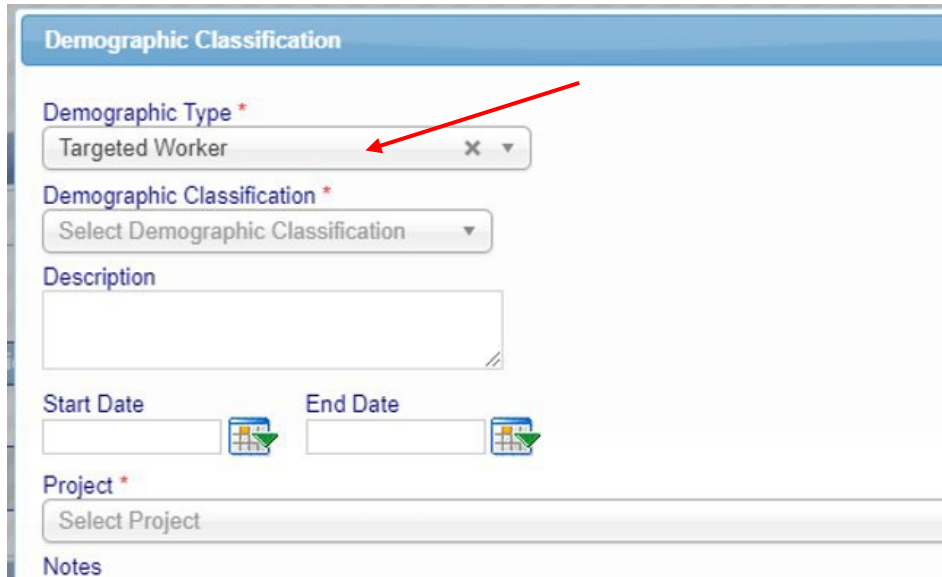
Apprentice Information

Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

Pre-Tax Voluntary Employee Contributions and Other

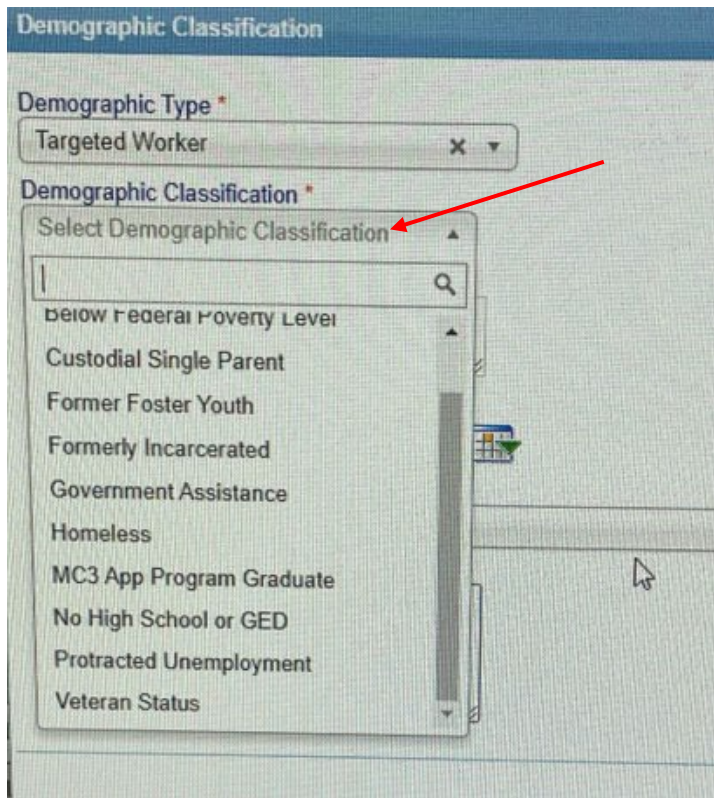
6. Under Demographic Type, Select "Targeted Worker"

\*Note: "Veteran Status" is also an option under Demographic Type. Be sure to select Targeted Worker, even if they are a Veteran.



The screenshot shows a form titled "Demographic Classification". The "Demographic Type" dropdown menu is set to "Targeted Worker", with a red arrow pointing to it. Below it, the "Demographic Classification" dropdown menu is set to "Select Demographic Classification". There is a "Description" text area, "Start Date" and "End Date" fields with calendar icons, a "Project" dropdown menu set to "Select Project", and a "Notes" section at the bottom.

7. Under Demographic Classification, select the qualifying status that the person identified with on their Targeted Worker Survey.



The screenshot shows the "Demographic Classification" form with the "Demographic Classification" dropdown menu open. A red arrow points to the dropdown menu. The menu lists the following options: "Below Federal Poverty Level", "Custodial Single Parent", "Former Foster Youth", "Formerly Incarcerated", "Government Assistance", "Homeless", "MC3 App Program Graduate", "No High School or GED", "Protracted Unemployment", and "Veteran Status".

8. If the worker listed more than one Targeted Status, you may complete Steps 6 and 7 multiple times.



▼ Demographic Classifications

**Add Classification**

Demographic Type	Demographic Classification
Targeted Worker	Below Federal Poverty Level
Targeted Worker	Veteran Status
Targeted Worker	Custodial Single Parent

### 9. SAVE YOUR CHANGES

Select an Employee  
 BENNETT, TIANA (Frank's Paving) x Help

Add / Edit Employee Information

▼ Demographic Classifications

**Add Classification**

Demographic Type	Demographic Classification	Demographic Description
Targeted Worker	Veteran Status	
Targeted Worker	Veteran Status	
Veteran Status	Veteran	MUST COMPLETE Targeted Worker VETERAN SE

HUD Section 3 Information

Apprentice Information

Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

Pre-Tax Voluntary Employee Contributions and Other

Default Other Deduction Notes

Geographic Area Assignment

Delete Cancel Reset Save

Steps to Upload eDocuments

The eDocument section is an electronic filing cabinet. This is where the Jobs Coordinator will upload Targeted Worker Surveys and all relevant Verification Documents.

\*The Targeted Worker Survey template can also be found by selecting "Download Document Templates".

1. From the home screen, go to the "eDocuments" tab.



2. Select "Upload Documents"



3. Fill in the required information and select "Targeted Worker Survey" under Document Type.



**Upload Documents**

Department \*  
-- All Departments --

Include Closed Projects

Project Name \*  
Test Project for Report Function

Contractor \*  
Frank's Paving

Sub To | Contract ID \*  
Prime | No Contract Id

Document Type \*  
Targeted Worker Survey

4. "Document Date" can be the date it was uploaded. Select the employee.

Document Date \*  
11/16/2022

Expiration Date

Description

Select employee the document relates to if appropriate \*  
ALLEN, ANDREW

Week end date the document relates to if appropriate

Comments

Confidential Comments

Select the file to upload  
Choose File No file chosen

Cancel Save

The final task in LCPtracker regarding the Targeted Worker Survey is to upload any Targeted Worker Status Verification Documents received from workers.

Follow steps 1-3, but instead of choosing "Targeted Worker Survey" as the Document Type, choose "Targeted Worker Verification Documents".

In the Description Field give a brief few word description of what the document is: i.e. Andrew Allen Targeted Verification.

Project Name \*  
Test Project for Report Function

Contractor \*  
Frank's Paving

Sub To | Contract ID \*  
Prime | No Contract Id

Document Type \*  
Targeted Worker Verification Documents

Document Date \*  
11/16/2022

Expiration Date  
[Empty]

Description  
[Empty]

Select employee the document relates to if appropriate \*  
ALLEN, ANDREW

## VI. Contact Information

For any Questions, please contact us at:

[SANDAGCBA@Sandag.org](mailto:SANDAGCBA@Sandag.org)

Or by Phone at:

Madison Kausen, Project Labor Coordinator  
(707)-498-3547

Or

Erik Staples, Senior Compliance Analyst  
(619) 595-5347

