

MEMORANDUM

TO: **Ronald E. Mitchum**
Executive Director
Berkeley-Charleston-Dorchester Council of Governments (BCDCOG)

FROM: Jamie Wood

SUBJECT: SC DOT Pilot for recruiting and OJTs

DATE: April 10, 2015

CC: _____

The Workforce Development team and representatives from SC DOT met yesterday to discuss a pilot program for District 6. Mr. Kirk Richards outlined the needs and requirements from DOT. We will recruit, screen and forward candidates to them. Applicants who meet their requirements and are offered a job will also be candidates for the OJT program. After discussing with Sharon Goss, Project Officer we determined we did not need a waiver or are we deviating from a policy we felt it was best to outline the process for clarity. Per SCDOT request from OJT contract list they do not need TABE or WorkKeys. The job has not been profiled and even the CRC is not required at this time. DOT will require a Drug screen and background check. These activities need to be listed on Training Budget in the hardfile and Tracksource but on Support Services in SCWOS. SCDOT hopes to expand this pilot to other regions based on our success here.

Please attach extra sheet(s) if necessary

Recommending Approval: Not Recommending Approval:

Signature: 
Jamie Wood, Workforce Development Director

Date: 4/10/15

Approved: Not Approved:

Signature: 
Ronald E. Mitchum, Executive Director, BCDCOG

Date: 4/10/15