



DeKalb Workforce Development

Where Workforce Comes Together

Dear First Source Contractor/Employer:

DeKalb Workforce Development (DWD) is pleased to have you as a contractor/employer in DeKalb County and pleased to present to you the First Source Ordinance. The First Source Ordinance is a public regulation that requires contractors and beneficiaries to make a good faith effort to hire fifty (50%) of all entry level jobs using the First Source Registry (candidate database). DWD has a First Source Registry of qualified and trained DeKalb County residents and with the use of our services, we can assist you with choosing the right candidate to meet your recruitment needs. Our purpose is dual in that we want to aid you with securing a qualified and skilled workforce while simultaneously enhancing the economic health of DeKalb County.

As a contractor/employer in DeKalb County, there are advantages that you have at your disposal through DeKalb Workforce Development. We can assist you in advertising and marketing job openings, prescreening prospective employees, provide customized training, conduct job fairs and offer supportive services to those hired.

Our goal is to meet your expectations and help your business grow. Attached is a First Source Ordinance Information Packet along with the First Source Business Service Request Form for you to review and return. Feel free to address any questions and concerns by contacting us. We look forward to assisting your company in the near future.

Sincerely,

DeKalb Workforce Development



First Source Ordinance

The First Source Ordinance is a public regulation that requires contractors and beneficiaries to make a good faith effort to hire fifty (50%) of all entry level jobs using the First Source Registry (customer database).

DeKalb Workforce Development (DWD) has a First Source Registry of qualified and trained DeKalb County residents. DWD can assist you with choosing the right candidate using the First Source Registry to meet your company's human capital needs.

Summary Of Services

- Pre-screen applicants to ensure that you receive only the most qualified candidates to interview.
- Advertise and conduct job fairs at your site or at DeKalb Workforce Development.
- Market positions that you have available and become the first line of contact between your organization and prospective employees.
- Provide computer access for current and future employees.
- Provide supportive services for new hires.

Who Qualifies?

- Recipients of county revitalization grants of \$25,000 or more and who have at least 15 employees.
- Recipients of county contracts of \$50,000 or more with DeKalb County for purchase orders, construction projects, professional or consulting services and have at least 15 employees.

"DeKalb Workforce Development goes above and beyond to provide the best people for our business."

(Aldi's) District Manager

"DeKalb Workforce has saved my company time and money with their streamlined services."

(Sedgewick CMS) Vice President, Director of National Staffing

For more information contact Tammy Patterson at 404 687-3428 or tlpatterson@co.dekalb.ga.us



First Source Ordinance Fact Sheet

What is First Source?

A public regulation that calls for contractors and beneficiaries of DeKalb County that have 15 or more employees to hire DeKalb County residents for at least 50% of entry level jobs using the first source registry.

Who is considered a Contractor?

An individual or entity employing 15 or more employees entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction, professional or consultant services, which is funded in whole or part with County funds or County-administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures.

Who is considered a Beneficiary?

The immediate recipient of urban redevelopment action grants or community development block funds administered by the County. The term shall only apply to those entities benefiting from such County funds or administered funds in the amount of \$25,000 or more with 15 or more employees.

What is the First Source Registry?

A candidate database, maintained by DeKalb Workforce Development, of employable persons who are residents of the County to be called upon as a source to fill jobs created or maintained as a direct or indirect result of public funding.

What are the advantages of the First Source Ordinance?

- Pre-screen all applicants to ensure that only qualified candidates are selected to interview.
- Provide space for orientations, job fairs, interviews, and more.
- Advertise and administer job fairs at DeKalb Workforce Development or other locations.
- Provide computers for current or future employees.
- Access to qualified and trained applicants.

For more information contact Tammy Patterson, First Source Specialist at DeKalb Workforce Development at 404 687-3428 or visit our website at www.dekalbworkforce.org



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First Source Ordinance Acknowledgement

The DeKalb County First Source Ordinance requires contractors or beneficiaries employing 15 or more employees entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of \$25,000 or more to make a good faith effort to hire DeKalb County residents for at least 50% of entry level jobs using the First Source Registry (candidate database). The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Ordinance. The undersigned acknowledges and agrees to comply with the provisions of the DeKalb County First Source Ordinance.

CONTRACTOR OR BENEFICIARY INFORMATION:

Name (Printed) Title

Email Phone Number

Name of Business

Signature Date

Witness Signature (P&C Staff Member)

Name (Printed)

Title

Please return form to:

Tammy Patterson
First Source Specialist
320 Church Street
Decatur, GA 30030
Ph (404) 687-3428
Fax (404) 687-2771
tlpatterson@co.dekalb.ga.us



FIRST SOURCE BUSINESS SERVICE REQUEST FORM

Please note: We need one form completed for each position that you have available.

Will your company hire employees for this project? YES NO
(If yes, please complete Section I & II and return. If no, please complete Section I and return)

SECTION I

DATE:

COMPANY NAME:

WEBSITE:

ADDRESS:

(WORKSITE ADDRESS IF DIFFERENT):

CONTACT NAME:

CONTACT PHONE:

CONTACT FAX:

CONTACT E-MAIL ADDRESS:

Are you a private employment agency or staffing agency? YES NO

SECTION II

JOB DESCRIPTION: (PLEASE INCLUDE A COPY OF JOB DESCRIPTION)

HOW MANY EMPLOYEES DOES YOUR COMPANY HAVE CURRENTLY WORKING: _____
(number of employees)

POSITION TITLE:

NUMBER OF POSITIONS AVAILABLE: _____ TARGET START DATE: _____

WEEKLY WORK HOURS: 20-30 hours 30-40 hours Other

SPECIFIC WORK SCHEDULE:

SALARY RATE(OR RANGE):

PERM TEMP TEMP-TO-PERM SEASONAL

PUBLIC TRANSPORTATION ACCESSIBILITY YES NO

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An Equal Opportunity Employer/Program