Community Development Department
214 South C Street
Oxnard, CA 93030
(805)385-7932
Rosie.Ornelas@oxnard.org

CITY OF
OXNARD
CALIFORNIA

Jan 21, 2019

Dear Oxnard Business,

In 2019, the City of Oxnard (City) hosted a series of in-depth roundtable conversations between civic and business leaders. Out of these conversations, gaps in workforce readiness among local residents emerged as a critical issue. Do you struggle to fill entry-level positions? Do you find that your applicants are lacking in job readiness (ie.soft skills) and/or very basic technical training skills? In alignment with our Economic Development Strategy, the City is committed to ensuring that our businesses are able to thrive and expand in Oxnard.

To that end, we have created the Oxnard Employee Pipeline Program in collaboration with Oxnard College and the Oxnard Chamber of Commerce. City staff has been working closely with Oxnard College to develop a focused program whose goal is to usher entry-level employees onto a path of lifelong career success while simultaneously providing a consistent pipeline of trained and ready-to-work local employees for your business. Beginning this Spring, Oxnard College will offer two 12 week classes to assist Oxnard residents in developing the skills needed to make them successful employees in your company. The City will take the lead in recruiting residents to take these classes and preparing them to interview at your business.

What do we need from you? Information on the top three benefitted entry-level positions that you are having the most difficulty in filling and an agreement that you will provide an interview to applicants that have completed the relevant coursework at Oxnard College.

To sign up, please complete the attached form and send it via email to Adam.Smith@oxnard.org. If you have any questions, please call Rosie Ornelas at (805) 385-7932 or Adam Smith at (805) 385-3918.

Sincerely,

Rosie Ornelas
Economic Development Manager
City of Oxnard

Employee Pipeline - Phase 1

Employer	Position	Job Description	Salary	Benefits	Opportunity for Advancement	Education Requirements	Skills Needed	Interview Agreement signed?
Company A	Maintenance Mechanic	• Inspect & clean machinery • Assist in maintenance & repair of production equipment	$13-30	• Health insurance • Life insurance • 401K • Education reimbursement • Paid holidays	yes	• High school diploma or GED • Forklift certification	• Knowledge of machine maintenance & operation • Basic math skills	
Company B	Shipping Clerk	• Performs general shipping duties including pulling, packing, & organizing pallets of product • Assist in loading trucks safely • May operate dolly, pallet jack, forklift in loading & unloading supplies & equipment	$15	• Health, life, vision insurance • Health Savings Account • 401K w/ company match • Vacation pay • Sick Pay • Jury Duty pay	may apply for other positions in company	• High school diploma or GED	• Must be able to lift at least 65 pounds. • Must able to work in busy warehouse environment, with various temperatures • Perform repetitive tasks	